FOREWORD

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

REFERENCES

1. DoDD 5000.2
2. DLAR 4155.24
3. DLAR 4140.55
4. SECNAVINST 4855.3
5. NAVSO P3683
6. SECNAVINST 4355.18A
INTRODUCTION

This document is intended to guide DoD personnel in the use of the Easy Product Data Reporting (EZ PDR) tool. This is a system for the process of submitting new PQDRs or Warranty. There are two methods of submitting a PQDR or Warranty:

A. The Easy Product Data Reporting (EZPDR) application allows personnel to submit PQDRs or Warranty without having a PDREP account or User ID. Personnel can also monitor the progress of their submitted records. The EZPDR application is accessible at https://pdrep.csd.disa.mil/pdrep/ezdr. A Common Access Card (CAC) or DoD approved public key (PKI) certificate is required to access the EZPDR website.

B. Personnel may also apply for a PDREP-AIS user account enabling them to submit and manage PQDRs directly in the PDREP-AIS. Access to the PDREP-AIS allows additional functionalities for the user to track PQDR and Warranty as they are processed including enhanced auto-fill, lookup options, data validation, metrics, reports, search functions, and notifications.

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

User access and login procedures can be located in the PDREP User Access and Login Procedures guide. First time PDREP users will need to submit a User Access request form, available on the NSLC home page: http://www.nslcptsmh.csd.disa.mil. Click on User Access Request to download the form. Follow the directions on the form to submit the request for access to PDREP.

To update your access to the PDREP-AIS system an Access Change Requests must be submitted. The User Access request form is available within the PDREP-AIS application. Once logged into the PDREP-AIS click ‘[Your Name]’ in the upper right corner of the page, click ‘Click Here’ to update profile information, click ‘Access Change Request’ tab, Update access request as desired. Enter a narrative to describe your change request and click submit account change request button.

Requests for assistance changes or improvement to any of the PDREP application or NSLC Detachment Portsmouth home page should be submitted to:
Online in the PDREP Application

If you are already a PDREP User, log on to PDREP: https://www.pdrep.csd.disa.mil/
Hover over “Help” link at the top of any PDREP page. Select the first option on the fly out to “Contact Help Desk with comment, question, or feedback.”

If you wish to provide suggestions to change EZPDR or other PDREP-AIS modules, from the same Help menu, select the “Suggest a Change” option. The Customer Service Request (CSR) form will open. Instructions for completion are located at the top of the form.

Also, visit our FAQ Page – your question(s) may be easily answered there.

Customer Support Desk
Commercial Phone: (207) 438-1690 / DSN 684-1690
FAX: (207) 438-6535, DSN 684-6535

Mailing Address
Naval Sea Logistics Center Portsmouth
Bldg. 153, 2nd Floor Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000

Click link and the hold “CTRL” key to follow link
1. LOGGING ON TO EZ PDR

1.1 ACCESSING EZPDR APPLICATION

A. Access the EZPDR application from PDREP’s Home page: [https://www.pdrep.csd.disa.mil](https://www.pdrep.csd.disa.mil).

B. On the left hand column under PDREP ACCESS click on EZ PDR Logon (See Figure 1.1).

C. A message box will display requesting a digital certificate be selected (See Figure 1.2).
D. Highlight the certificate to use and click the Ok button.

E. The DOD Warning and Consent Banner display (See Figure 1.3).

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**Figure 1.2**

**Figure 1.3**
F. Click the Accept button to continue, selecting decline and access will be denied.

G. The Ez Product Data Reporting (EzPDR Home) screen displays (See Figure 1.4).

![Figure 1.4](image)

### 2. CREATING AND SUBMITTING NEW RECORDS IN EZPDR

#### 2.1 CREATE NEW EZPQDR

A. To create a New EZPQDR, select Product Quality Deficiency Report (PQDR) – SF368 from the drop down (See Figure 2.1).

![Figure 2.1](image)
B. Enter your DoDAAC; click the Continue button and the “Create New PQDR” form displays in EZ View (See Figure 2.2).

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

D. Clicking the yellow question mark next to any field name links displays information about that data field.

**Figure 2.2**

E. The fields in the Create New PQDR tab are described as follows.

1. **(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.

2. **Requisition Number:** The requisition number is optional, but is highly suggested as it speeds up processing of your PQDR. 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 PQDR.

3. **FSC and NIIN:** fields are optional on this page; however, FSC is a mandatory field when completing the PQDR form. The FSC and NIIN also assist in auto filling additional data fields in the PQDR in the event that the Requisition Number is unable to be located.
4. **DoD Unique Item Identifier (UII):** 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 which is external to PDREP. To add a UII, type, cut and paste (from another application on your computer), 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 QDR 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. So 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.

F. Click the Create New PQDR button to create and auto-populate the PQDR (See Figure 2.3).

G. The PQDR will be auto-populated based on the Requisition Number, FSC-NIIN, and/or UII information provided. Please be patient as the system verifies the UIIs and auto-fills the new record. The Create New PQDR screen EZ View is displayed See Figure 2.4, Figure 2.5 and Figure 2.6).
**Figure 2.4**
<table>
<thead>
<tr>
<th>Material Level Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 NOT APPLICABLE</td>
</tr>
</tbody>
</table>

6. Deficient Item Nomenclature

7. Operating Time at Failure

8. Deficient Item Part Number

9. Vendor CAGE Code (Contracted Supplier)

10. Quantity

<table>
<thead>
<tr>
<th>Received</th>
<th>Inspected</th>
<th>Deficient</th>
<th>In Stock</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

11. Serial, Lot, or Batch Number

<table>
<thead>
<tr>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lot/Batch Number</th>
<th>Lot/Batch Type</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>SELECT&gt;</td>
</tr>
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</table>

12. a. Item

<table>
<thead>
<tr>
<th>Repairable Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>SELECT&gt;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. Data HFRO/Repairs/Overhauled</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFRO/Repairs/Overhauled</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. Last Repair Facility (CAGE or DoDAAC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lookup DODAAC</td>
</tr>
</tbody>
</table>

13. a. Contract Number

<table>
<thead>
<tr>
<th>Delivery Order Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract No. not provided or is unknown</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. Requirements/Document Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. Purchase Order Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

14. Government Furnished Material

<table>
<thead>
<tr>
<th>No</th>
</tr>
</thead>
</table>

15. a. Item Under Warranty

<table>
<thead>
<tr>
<th>Warranty Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

16. End Item EIC/WUC/TACHIN

**Figure 2.5**
2.2 CREATE NEW PQDR SCREEN

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

A. Clicking the Switch to Standard View button places all available data entry fields on the user's display.

B. The button then changes its display to Switch to EZ View. The Switch to EZ View button displays only the fields listed on the SF368 and any additional mandatory fields required by a service for PQDR submission. Please remember that as much info as possible should be submitted to assist PQDR personnel that receive the PQDR the best chance to process your PQDR without having to contact you at some later date for more information. The default view is the EZ View.

C. Buttons that may be available in either/both the Standard View and the EZ View include the following.

   1. **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. Once a PQDR has been submitted and is no longer a draft this button will change its display to a Save button. Save button permits the originator to make corrections or update fields they may have been left blank on the PQDR after it was already submitted.

   2. **Add/View Attachments**: This button enables the user to attach typical word processing documents and pictures to the PQDR for submission.

   3. **Submit PQDR**: This button is clicked when you are ready to complete the PQDR submission process. Clicking this button will lead you through the process of forwarding your PQDR to an appropriate screening point. This button changes its display to read Save and Exit after the PQDR is submitted to a screening point. The Save and Exit button permits the originator to make corrections or update fields they may have left blank on the PQDR after it is submitted and exit back to the Originators Point Data Entry base page.

   4. **Cancel**: The Cancel 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.

   5. **Switch to Standard View**: The Switch to Standard View button places all available fields for data entry on the users display.

D. Data fields that may be available in either/both the Standard View and the EZ View include the following.

   1. **Category**: This defaults to CAT II. The PQDR should only be identified as CAT I if the failure of the deficient item could cause serious damage or harm to equipment or personnel. When CAT I is selected a Category I Justification is required. Note: PQDRs submitted as a result of a DLA Audit are always CAT II.

   2. **Sub-Category**: This field is used to describe the nature of PQDR or the record type associated the PQDR submission.
3. **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 PQDR 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.

4. **Date:** This is the date the record is submitted.

5. **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. Also, 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.

6. **Originator Name, Phone Number & Email Address:** These will default to the information in your User Profile, but can be changed if you are entering a PQDR on behalf of another Originator.

7. **Screening Point:** Mandatory for Army only all other reports are automatically routed to a screening point based on various criteria. **This field only displays on PQDRs where the SYSCOM is Army.**
   
   i. US Army originators must manually select one of the following screening activities:
      
      a. **W15GK8** - CECOM
      b. **W52P1J** - JMC
      c. **W58HZ1** - TACOM Natick
      d. **W81D17** - AMCOM
      e. **W81D19** - TACOM Warren
      f. **W91AS2** - TACOM Rock Island
      g. **W912F1** - ECBS Rock Island Chem Bio

   ii. Navy PQDRs submitted by SYSCOMS = NAVSEA, NAVAIR, SPAWAR, NAVFAC, NAVSUP, or Other Navy are automatically routed to a screening point as determined by deficient items cognizance code (COG).

   iii. COG Code 0R, 1R, 2M 2V, 2W, 4M, 4R, 4V, 5R, 6K, 6R, 6V, 7R, 8M, 8N are routed to N00019 COG Code 2E, 2T, or 8U are routed to N60530

   iv. All other PQDRs are routed to N00104

   v. All US Marine Corps PQDRs submitted are routed to M90368

   vi. PQDRs submitted by any other agency, service or SYSCOM not listed above are sent to a PDREP administrator for review at N45112.
8. **Description of Deficiency**: Enter a detailed narrative description of deficiency, referencing any applicable tests, drawings and design specifications.

9. **Supporting Documentation**: Enter supporting information such as drawings, specifications, software, hardware, related data, or environmental conditions at the time of defect discovery, and other supporting information.

10. **Category I Justification**: This block only appears if CAT I is selected. If the PQDR was classified as Category I then a justification is required.

11. **Detailed Cause Code**: If you suspect counterfeit materiel, answer the question **DO YOU SUSPECT THIS MATERIAL TO BE COUNTERFEIT?** by clicking **YES**, PDREP will automatically select the 5AS - COUNTERFEIT MATERIEL, SUSPECT.

12. **Where Deficiency Discovered**: Select an appropriate code from the drop down list.

13. **Date Deficiency Was Discovered**: Defaults to the current date but can be edited.

14. **Deficient Item National Stock Number (NSN)**: The NSN is made from the COG (Cognizance Symbol, used by Navy only), 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 must be supplied in order to process a PQDR. The “Lookup FSC” button is a link to an external website that allows the Originator to research the FSC codes.

15. **Critical Safety Item**: Auto-fills from the NIIN and may not be edited.

16. **Deficient Item Nomenclature**: Auto-fills based on the NIIN (or FSC if NIIN not filled in) and may be edited, if no nomenclature is auto-populated.

17. **Procurement Group Code (PGC)**: This is a DLA field that auto-fills from the NIIN if the deficient material is a clothing item.

18. **DODIC/NALC (ammunition)**: Used to identify the Department of Defense Identification Code (DODIC) or Naval Ammunition Logistics Code (NALC) for ammunition components.

19. **Unit Cost**: May be filled automatically from the NIIN if one was provided. Enter or edit the correct Unit Cost if known.

20. **Unit of Issue**: 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.

21. **Credit Card Buy Indicator**: Check the credit card indicator if the deficient material was acquired through a local credit card purchase.

22. **Estimated Repair Cost**: Enter an estimated repair cost, if known.

23. **Job Order-KEOP**: Enter the Job Order number and the designator for the operation KEOP if the material is designated for use in a specific job order. This is typically used by Navy Units.
24. **MIR Serial Number**: To associate a Material Inspection Report (MIR) or Acceptance Inspection Discrepancy Report (AIDR) with the deficient item, enter the MIR/AIDR Serial Number and click Add MIR. To remove a MIR/AIDR, left click on the MIR number to highlight it and click the Remove MIR button.

25. **Shipper’s DoDAAC/CAGE Code**: Enter the Shipper’s DoDAAC or CAGE Code if known or click Lookup CAGE or Lookup DoDAAC. The Lookup buttons provide a search tool to find the DoDAAC or CAGE if the Name of the shipper is known.

26. **GBL Number**: Enter the Government Bill of Lading (GBL) number from shipping paperwork if provided.

27. **Operating Time at Failure**: If the deficient item was already installed or used, specify in the appropriate units (e.g. hours, cycles, etc.).

28. **Deficient Item Part Number**: Enter if known.

29. **Vendor CAGE Code**: Enter if known or click Lookup. 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.

30. **Manufacturer CAGE Code**: Enter if known or click Lookup. 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.

31. **Quantity (a. Received b. Inspected c. Deficient d. In Stock)**: Enter the quantities received, inspected, deficient and remaining in stock (e.g. the number of the same item currently in inventory from the same manufacturer or supplier, if known).

32. **DOD Unique Identification Identifier (UII)**: Enter the UII here if the deficient item has a government-issued Unique Item Identifier (UII).

33. **Serial, Lot, or Batch Number**
   
   i. **Serial Number**: If a serial was supplied with the material then enter it here. If needed, fields will be added for additional numbers.
   
   ii. **Lot/Batch Number**: If a lot or batch number was supplied with the material then enter it here. If needed, fields will be added for additional numbers.
   
   iii. **Lot/Batch Number Type**: Choose whether the number (if any) supplied is a Batch, Lot, Serial or Heat number.

34. **Item**: Select whether the deficient item is New, Overhauled, Repaired, or choose Unknown.

35. **Repairable Item**: Select Yes, No, or Unknown. If the item is identified as Repairable then a serial number will be required. Mandatory for Navy
36. **Date MFRD/Repaired/Overhauled**: Enter if known.

37. **MFRD/Repaired/Overhauled**: Select whether the date in Block 12b applies to when the item was Manufactured, Repaired, or Overhauled.

38. **Last Repair Facility (CAGE or DoDAAC)**: Enter the DoDAAC or CAGE of the last repair facility. The Lookup buttons provide a search tool to find the DoDAAC or CAGE if the Name of the last repair facility is known.

39. **Contract Number, Delivery Order Number, Contract Line Item Number**: Enter if known or check the box to indicate not provided/unknown. If needed, fields will be added for additional numbers.

40. **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 PQDR screen. If needed, fields will be added for additional numbers.

41. **Purchase Order Number**: Enter if known and applicable. If needed, fields will be added for additional numbers.

42. **Government Furnished Material**: Select whether the deficient item was furnished by the government to a contractor for use in the contractor’s manufacturing or assembly process.

43. **Item Under Warranty**: Select whether the item is Under Warranty if known.

44. **Warranty Expiration Date**: This date is required if the deficient item is under warranty.

45. **Warranty Item Name**: Enter the warrantied item’s name here.

46. **FSC, NIIN**: Enter the FSC and NIIN of the warrantied item here

47. **Warranty Item Serial Number**: Enter if known/applicable. If needed, fields will be added for additional numbers.

48. **Warranty Cage**: CAGE Code of the entity offering the warranty.

49. **Warranty Part Number**: Enter if known/applicable.

50. **End Item EIC/WUC/TAMCN**: Enter the Navy Equipment Identification Code (EIC), Air Force Work Unit Code (WUC), or USMC Table of Authorized Materiel Control Number (TAMCN) where the deficient item is used.

51. **Next Higher Assembly NSN**: If the item is used in another assembly before being used in the end item, enter information about the Next Higher Assembly’s (NHA) COG, FSC, NIIN and SMIC. If a next higher assembly NIIN is supplied, then clicking **Auto Fill NSN** will complete the NSN if the complete NSN exists in PDREP.

52. **Next Higher Assembly Nomenclature**: Enter description of the NHA.

53. **Next Higher Assembly Part Number**: Enter the part number of the NHA.
54. **Next Higher Assembly Serial Number:** Enter the serial number of the NHA.

55. **Next higher Assembly CAGE:** Enter the CAGE for Next Higher Assembly CAGE

56. **End Item NSN:** Enter as much information as is known about the end item or program where the deficient item would be installed or used (e.g. SSN 706, USS Albuquerque, or F-16). If an end item NIIN is supplied, then clicking *Auto Fill NSN* will complete the end item NSN if the complete NSN exists in PDREP.

57. **Nomenclature:** Enter description of the end item.

58. **Type/Model:** Enter the type or model of the end item.

59. **Serial Number:** Enter the serial number of the end item.

60. **Part Number:** Enter the part number of the end item.

61. **End Item CAGE:** Enter the CAGE for the end item.

62. **Engine Model, Engine Serial Number:** Enter if applicable.

63. **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.

64. **Location of Deficient Material:** Enter the appropriate DoDAAC or CAGE Code.

65. **Location of Exhibit Narrative:** Amplifying in formation on the holding of the exhibit, if required.

66. **Material Return Address:** Default entry is from the originator’s profile. Alter if necessary.

67. **Store as Hazardous Material:** Check if material is stored as hazardous.

68. **Action Requested:** Select a code that best describes your expectations/recommendation for the handling of this PQDR. Note: If material return or replacement is requested then please supply a detailed Material Return Address after selecting your recommendation.

69. **Status:** Defaults to A-ACTIVE. This can be changed. If the PQDR is for Information Only, the status should be set to AI. If the PQDR was entered as a result of Defective Material Summary or is a stock screening request, the status should be set to A9.

### 2.3 SUBMIT THE PQDR

A. After completing all the mandatory fields and any other pertinent data on the Create New PQDR web pages described in the **Section 2.2** of this user guide, click the Submit PQDR button then send the completed PQDR to a screening point. The EZPDR application will validate that mandatory fields have appropriate data entries, and error messages will indicate where changes are required.
B. Once submitted, the PQDR will be transferred into PDREP-AIS automatically, at which point the Screening Point can take action on the PQDR. They may contact the Originator to clarify information and/or fill in incomplete data. The Screening Point has the option to accept or reject the PQDR. The Originator is notified by email when the PQDR is submitted.

C. Once the PQDR submission is completed, you will be returned to the EZPDR Home Page.

D. To view previously submitted PQDRs, click on the View Status tab. Use the View Status tab to locate draft PQDRs or view the status of your submitted PQDRs, see Section 4 of this user guide.

3. VIEW STATUS OF RECORDS

3.1 VIEWING PQDR’s

A. To view the status of records you previously entered, click on the View Status tab, you are now on the EZPDR Worklist page (See Figure 3.1). Please note that in order to view PQDRs submitted by other agencies you will need a PDREP-AIS account with PQDR access.

B. Under the PQDRs Submitted heading there are six columns:

1. **Submitted**: The date the PQDR was created.

2. **RCN**: This is the PQDR’s unique record control number. Clicking a link in this column permits the user to complete submission of draft PQDRs. See Section 2 of this user guide to complete submission of the PQDR.

![Figure 3.1](image-url)
3. **Status**: The status column displays the current PDREP status code on the PQDR.

4. **View SF368**: The PDF link provides a link to the current SF368 for viewing, printing, or downloads.

5. **History and Correspondence**: Provides a History link to the PDREP history for the processing of the PQDR. If the history displays NONE, then the screening point has not yet accepted or rejected the PQDR into the PDREP-AIS yet.

6. **Delete**: For draft PQDRs only, the Delete link permits the user to remove unnecessary PQDRs from their list when they have not been submitted yet.

C. Using the Status and History you are able to monitor progress of PQDRs, for example:

D. A PQDR with a status of “Draft” indicates a PQDR is waiting for the user to complete the submission process and will not have a History link until the pre-screener has accepted or rejected the submission.

E. An “Active” PQDR that has just been submitted into the system, with “NONE” displayed in the History & Correspondence column indicating the record is awaiting the screener to accept or reject the record into the PQDR system.

F. An “Active” PQDR that’s been accepted will display a History link. The link is in the History & Correspondence column.

G. A "Rejected" PQDR occurs when the screening point determines that the PQDR should not have been submitted. Reasons for rejection may vary greatly. Click the History link to view correspondence for rejection. For a full explanation of the rejection contact the screening point listed on the PQDR.
The history page displays points of contact and a timeline of significant events in the life of the PQDR. To view the history of a PQDR, click on the History link in the History and Correspondence column (See **Figure 3.2**). The history shows correspondence and actions between PQDR processing points and can help you determine if the investigation is active or if more information is being requested from you by someone in the PQDR process. **Figure 3.2** shows a typical PDREP history with an entry for the initial submission via EZPDR (aka Globally Accessible Deficiency Reporting System or GADROS) and the acceptance by the screening point. Click the Cancel button to go back to the previous page.

I. Clicking the PDF link retrieves a copy of the current SF368. A sample of the top of a SF368 (See **Figure 3.3**).
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>REPORT CONTROL NUMBER (RCN)</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1a. FROM (Original Office Mailing Address - include DoDAAC)  
1b. ORIGINATOR NAME, TELEPHONE NUMBER & E-MAIL  
2a. TO (PQDR Screening Point)  
2b. SCREENING POINT NAME, TELEPHONE NUMBER & E-MAIL  
3. DESCRIPTION OF DEFICIENCY  
(Describe in detail what is wrong, circumstances prior to the difficulty, probable cause, any action taken, and recommendations. Attach copy of supporting documents. Continue on separate sheet if necessary. Ensure that the description answers the questions listed in the instructions on the back of this form.)

**Figure 3.3**

J. To delete a draft PQDR that you have no plans of actually submitting for any reason, click on the Delete link and a pop up will display to confirm deletion. Clicking OK will delete the draft PQDR and remove it from the list. Clicking Cancel will stop the deletion process (See **Figure 3.4**).
4. SUMMARY

This concludes the EZPDR for PQDRs and Warranty submission instructions; the PDREP Customer Support Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted at:

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