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 the corrective action request process and the PDREP applications are designed to work in concert with existing DoD policy and processes. Proper use of the PDREP application should facilitate compliance with DoD and component service policy.
INTRODUCTION

This document is intended to assist Defense Contract Management Agency (DCMA) personnel in the creation and processing of Corrective Action Requests (CAR) in PDREP.

This document is intended to guide DoD personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) in the processing of the Corrective Action Requests (CAR).

Personnel must apply for a PDREP-AIS user account enabling them to submit and manage LODs and QALIs directly in the PDREP-AIS. The PDREP application is accessible via the NSLC Portsmouth home page:

Not sure address is correct 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 changes or improvement to the PDREP application or questions concerning the PDREP-AIS please contact:

Online in the PDREP Application

If you’re already a PDREP User, log on to PDREP: https://www.pdrep.csd.disa.mil/
Hover over “Help” at the top of the home page. Select the first option for the Help Desk.
If you wish to provide suggestions to change SAP or other PDREP-AIS modules, from the same Help menu, select the “Suggest a Change” option. The Feedback 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.

NSLC Portsmouth Customer Support Help Desk
Commercial Phone: (207) 438-1690 / DSN 684-1690
FAX: (207) 438-6535, DSN 684-6535
Email - webptsmh@navy.mil

Mailing Address
Naval Sea Logistics Center Portsmouth
P. O. Box 2058
Portsmouth, NH 03804-2058
1 CORRECTIVE ACTION REQUESTS DEFINED

A. A Corrective Action Request (CAR) is issued to the contractor to identify and correct all instances of noncompliance with established methods for processing product, controlling quality systems or violation of contract/purchase order requirements.

B. A CAR is issued for the presentation of a nonconforming product to the Government or a Government observance of a nonconformance during process evaluation and surveillance and product inspections.

C. CARs shall be documented and issued for all NSEP non-conformances. Before issuing any CARs, the QAR will assure that the condition is a violation of a contract requirement or the contractor’s established method and/or procedure. Assistance in reaching these conclusions may be obtained from the CMO NSEPM, DNSEPC, or the customer.

2 VIEWING THE WORKLIST

Figure 2.1
A. After logging in to PDREP, click “Corrective Action Request” (CAR) under the PDREP Applications Heading. The CAR system will automatically direct you to the CAR Worklist (Figure 2.2).

![PDREP - Corrective Action Request Worklist]

**Instructions**
1. Enter mandatory fields
2. Enter optional fields if information is known
3. To view Etools records, check the Include CAR Etools
4. Click Display Worklist
5. To cancel the process, click Cancel

(M)Start Date: 09/24/2017
CAGE CODE:
NSN:
Contract Number:
QAR CODE:

(M)End Date: 09/24/2018
LEVEL: ALL
Part Number:
QAR Activity:
Include ETOOLS CAR

Display Worklist

**Figure 2.2**

B. The Worklist settings will default as shown in Figure 2.2, with the QAR Code set to your PDREP user ID and you QAR Activity (DODAAC). You can select a specific CAGE Code, NSN, Part Number, Contract Number or leave blank to show all CARs. If you want to see all CARs for your activity (DODAAC) then you may remove your User Code/QAR Code.
C. When you have selected the criteria, click “Display Worklist” to view all CARs matching the criteria entered. A sample set of results appears (see Figure 2.3)

![PDREP - Corrective Action Request Worklist interface](image)

- **CAGE CODE**: The Supplier CAGE Code the CAR is associated with.
- **CAR #**: The CAR number consists of the CAGE Code, four-digit year and a sequential number for the CARs issued for that CAGE and year.
- **NSN**: The National Stock Number.
- **Contract Number**: The contract number associated with the CAR.
- **QAR CODE**: The Quick Action Resolution Code.

![Car Worklist table](image)

Total number of rows: 41
Worklist Download: Click [here](#) to download data in spreadsheet

![Car Worklist results](image)

D. The Worklist returned provides the CARs sorted by the level of the CAR; Level I through Level IV, then by year created, and then by CAGE and sequence number.

2.1 SEARCH RESULTS

- **Level**: The level assigned to the CAR as identified in the DCMA guidelines.
- **CAR #**: The CAR number consists of the CAGE Code, four-digit year and a sequential number for that CARs issued for that CAGE and year.
- **CAGE Code**: The Supplier CAGE Code the CAR is associated with.
D. **Prime CTR CAGE:** The CAGE Code of the Prime Contractor associated with the contractor the CAR is issued to.

E. **Contract Number:** The contract number the issue identified with the CAR.

F. **NSN:** The National Stock Number identified within the CAR.

G. **Action:** The current status of the CAR. The actions include:

1. **Edit:** the CAR has been initiated and has not been forwarded to the Contractor for their action or information. Once a CAR is forwarded to the Contractor, the Edit function is no longer available for that CAR.

2. **Send CAR to CTR:** this selection is used to forward the CAR to the Contractor for their action or information.

3. **Edit Response:** this selection is used when the CAR has been forwarded to the Contractor, and the response has been received from the Contractor within PDREP or can be entered by the QAR.

H. **Attachment(s):** This selection is used to add or view attachments associated with the CAR.

3 INITIATING A NEW CAR

When entering the CAR module of PDREP the Worklist page displays with two tab selections as shown (Figure 3.1).
To enter a new CAR, click the Tab labeled “Create CAR”. Figure 3.2 will display. All of the originator fields for a new CAR are displayed on a single web page, but for this document the page will be broken down into parts.

Note: Mandatory fields in the CAR module are identified by an (M) next to the required field.

A. **CAR Level**: Enter the appropriate level of the CAR. Refer to the QARI for additional guidance. Note that Level I CARs are initiated in PDREP, but do not require response from the Contractor.

B. **Year**: Automatically entered by the system as the current year.

C. **CAGE Code / FSCM**: Enter the CAGE of the Contractor the CAR is being generated for. This also provides the serial number for the FOP. The year is automatically defaulted to the current year, and a sequential serial number for the CAR is generated when the record is saved. Once the CAGE Code is entered, click the Auto-fill CAGE Information to complete the Contractor Company Name, Street Address and City, State, Zip information.

D. **Phone Number**: Enter the phone number for the Contractor POC if the information is not provided when the Auto fill Information is selected.

E. **Email Address**: Enter the email address for the Contractor POC for the CAR. This will be the recipient of the CAR when the CAR is forwarded for action to the Contractor.

F. **Address**: The Contractor address will be identified when the Auto-fill CAGE Information is selected.
G. QAR Representative Information: The Activity, Name, Phone Number, and Email Address, will default to the information in your user profile, but can be changed if you are entering a CAR on behalf of another QAR.

H. Prime Contractor: If there is a Prime Contractor associated with the contractor enter the CAGE code information here. Once the CAGE Code is entered, click the Auto-fill CAGE Information to complete the Contractor Company Name, Street Address and City, State, Zip information.

I. Plant CAGE Code: If there is another Contractor Plant associated with the contractor enters the CAGE code information here. Once the CAGE Code is entered, click the Auto-fill CAGE Information to complete the Contractor Company Name, Street Address and City, State, Zip information.

J. P.O. Number: If the CAR is associated with a specific Purchase Order, enter the information here.

K. Contract Number: If the CAR is associated with a specific Contract, enter the information here.

L. O.I. Number: If the CAR is associated with a specific Operation Instruction, enter the information here.

M. Item Number Information: If the CAR is associated with a specific NSN or Part Number enter the appropriate information to ensure complete information concerning the CAR is provided to the contractor.

N. NSN: The National Stock Number for the item reported deficient. The NSN may have as many as four separate components:

   1. COG: (Optional) Two-character Cognizance Symbol of the deficient item. When used, the COG identifies the inventory manager for the item associated with the CAR.
2. **FSC:** (Required) Four-digit Federal Supply Class of the item associated with the CAR.

3. **NIIN:** (Optional) Nine-digit National Item Identification Number of the item associated with the CAR.

4. **SMIC:** (Optional) Two-character Special Material Identification Code for the item associated with the CAR. When used, the SMIC identifies items requiring stricter controls to ensure technical integrity (e.g. Navy Nuclear).

![Deficiency/Discrepancy/Remarks](image)

**Figure 3.4**

O. **Defect Code:** Enter the defect code from the pull down selection that best identifies the issue identified resulting in the CAR. Only one Defect Code can be selected for a CAR.

P. **Narrative:** Enter a detailed description of the issue identified resulting in the issuance of the CAR. Refer to the QARI for additional guidance. The narrative shall document the condition observed along with the contractual requirement(s).

Q. **Attributes:** Select the attributes to be provided by the contractor as a result of the issued CAR. To select more than one attribute, hold the CTRL key while selecting the desired attributes. Once complete, select the Add Selected Attribute(s) button to add the attributes to the record.

R. **References:** Enter the references associated with the CAR. These may be instructions, drawings, manuals or other requirements that will provide information concerning the deficiency resulting in the CAR. Up to five references can be entered for each CAR.
S. **Response Due Date:** Enter the date a response is required from the Contractor. If no date is selected, the response due date will default to 15 days. The date can be selected from a calendar by clicking the calendar icon and selecting the date.

T. **Add Attachments:** Files of various types that support the CAR can be attached to a CAR in PDREP. Select the Add Attachments button at the top or bottom of the page. Note that attachments cannot be added until information is entered for the CAR.

### 3.1 Saving the CAR and/or Exiting the Page

At both the top and bottom of the data entry page you will find two buttons labeled “Save” “Save and Exit” “Cancel”.

A. **Save:** Click to save any changes to the current page without exiting the page. A page can only be saved if all mandatory fields are completed. If required information is missing, then an error message will display at the top of the page specifying what information is missing.

B. **Save and Exit:** Click to save any changes to the current page and exit the page. A page can only be saved if all mandatory fields are completed. If required information is missing, then an error message will display at the top of the page specifying what information is missing.

C. **Cancel:** Click here to exit the current page without saving any changes. The system will return you to the last page viewed before you began data entry and all unsaved changes will be discarded.
4 UPDATING AND FORWARDING A CAR

A. When the record is saved, a message will display indicating the record has been saved successfully. Return to the Worklist and the CAR created will now show on the Worklist. The options for the record are "Edit", and "Send CAR to CTR" (Figure 4.1).

1. **Edit CAR**: Select Edit CAR if there is additional information to be included in the CAR. When selected, the input screen for the CAR will be provided.

2. **Send CAR to CTR**: Use this link to forward the CAR to the Contractor for their action or information. When selected the following page is displayed:
B. The correspondence window provides the CAR information in a letter format (Figure 4.2). The letter can be modified by the user to add additional information or remove information from the letter.

4.1 Correspondence:

A. **To:** The email address is the recipient entered when the CAR was initiated and cannot be modified without cancelling this action and selecting Edit from the Worklist.

B. **To:** If you wish to add To addresses then you may either type them into the To: box and click “Add To Email List” (this must be done one address at a time).

C. **CC:** If you wish to add CC addresses then you may either type them into the CC: box and click “Add CC Email List” (this must be done one address at a time).

D. **Content:** This letter format provides the information entered when the CAR was initiated. The content can be modified if desired. Within the content is a paragraph 3 Note: for additional information to be entered by the user.
Click “Send” to complete the forwarding action and release the CAR to the Contractor. A message will be returned to notify the user that the CAR has been sent successfully. Click “Back” to cancel this action.

5 CAR RESPONSE ACTION

A. Contactors can access the CAR by logging into PDREP. The contractors have access to PDREP utilizing their DUNs Number and MPIN (Marketing Partner Identification Number). When a Contractor logs into PDREP, the home screen is returned (Figure 5.1):

![Product Data Reporting and Evaluation Program (PDREP) - Contractor](image)

Figure 5.1

B. From this menu the Contractor can select Corrective Action Request from the options (Figure 5.2):

![Corrective Action Request Worklist](image)

Figure 5.2

C. The CAGE Code defaults to the Contractor CAGE and can be changed to “All” to show all associated CAGEs for that Contractor.
5.2 Status
The Contractor can view CARs issued for their company based on Status. These include:

A. **All**: All CARs associated with the CAGE Code provided in the Worklist
B. **Action Required**: CARs requiring a response from the Contractor
C. **Under Review at QAR**: CARs that have a response submitted to the QAR but not closed
D. **Returned for Additional Action**: CARs that have had a response submitted to the QAR and have been returned for additional action by the Contractor
E. **Closed**: CARs that have had a response submitted and accepted by the QAR. Note that the CARs will not be closed if a Follow-up is selected by the QAR and has not been completed.

Selecting Search returns the selected Worklist (see Figure 5.3):

![Figure 5.3](image)

5.3 Input CAR Response Fields
A. To input the response to a CAR, click the link labeled “Input CAR Response” from the CAR Worklist. The page shown in Figure 5.4 will display. All of the fields for the input CAR response are displayed on a single web page, but for this document the page will be broken down into parts.

1. **CAR Serial #**: The CAR number consists of the CAGE Code, four-digit year, and a sequential number for that CARs issued for that CAGE and year. Selection of this link opens a view of the CAR.
2. **CAR Level**: The level assigned to the CAR as identified in the DCMA guidelines.
3. **CAGE**: The Supplier CAGE Code the CAR is associated with.
4. **Contract Number**: The contract number the issue identified with the CAR.
5. **Status**: Current status of the CAR.
6. **Date Initiated**: The date the CAR was generated.
7. **Due Date**: The date a response to the CAR is required from the Contractor.
8. **QAR Name**: The name of the QAR who created the CAR.
9. **Respond to CAR**: Select this link to input the response to the CAR.
10. **Return to QAR**: Used to forward the CAR response to the QAR for review.
11. **Attachment(s)**: This selection is used to add or view attachments associated with the CAR.

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**Figure 5.4**

B. The top portion of **Figure 5.4** is non-editable and provides the information entered by the QAR for the CAR.
5.4 Response Items

Figure 5.5 is an example of the Response Items. For each attribute selected by the QAR at the time of the CAR initiation, the Contractor must provide a response. Each field is mandatory and the CAR response cannot be forwarded to the QAR until all response fields are completed.

<table>
<thead>
<tr>
<th>Response Item</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Root cause of the non-conformance :</td>
<td></td>
</tr>
<tr>
<td><em>(M)</em> Response:</td>
<td></td>
</tr>
<tr>
<td>2. Extent of non-conformance of work in-progress and shipped product:</td>
<td></td>
</tr>
<tr>
<td><em>(M)</em> Response:</td>
<td></td>
</tr>
<tr>
<td>3. Specific action(s) planned to resolve the cause of the non-conformance:</td>
<td></td>
</tr>
<tr>
<td><em>(M)</em> Response:</td>
<td></td>
</tr>
<tr>
<td>4. Specific action(s) taken to resolve the non-conformance:</td>
<td></td>
</tr>
<tr>
<td><em>(M)</em> Response:</td>
<td></td>
</tr>
<tr>
<td>5. Specific action(s) to be taken to verify the effectiveness of the corrective action taken:</td>
<td></td>
</tr>
<tr>
<td><em>(M)</em> Response:</td>
<td></td>
</tr>
<tr>
<td>6. Specific dates for completing each action:</td>
<td></td>
</tr>
<tr>
<td><em>(M)</em> Response:</td>
<td></td>
</tr>
</tbody>
</table>

Figure 5.5

Note: The items requiring response are those identified at the time of the CAR initiation as selected by the QAR.
5.5 Completing a CAR

A. **Completed action for this CAR:** If all of the actions identified in the CAR response are complete, select “Yes”. If actions are not complete, select “No”.

B. **Expected completion date:** If “No” was selected for the completed actions selection, enter the expected date for completion of the items by entering the date or by selection of the date using the calendar icon.

C. **Adding Attachments:** The Contractor can add attachments to the CAR record by selecting the Add Attachments button at the bottom of the Input Response page. Files of various types that support the CAR can be attached to a CAR in PDREP. Select the Add Attachments button at the top or bottom of the page.

D. **Saving the CAR Response and/or Exiting the Page:** At both the bottom of the response data entry page you will find three buttons labeled “Save”, “Save and Exit”, and “Cancel”.

1. **Save:** Click to save any changes to the current page without exiting the page. A page can only be saved if all mandatory fields are completed. If required information is missing, then an error message will display at the top of the page specifying what information is missing.

2. **Save and Exit:** Click to save any changes to the current page and exit the page. A page can only be saved if all mandatory fields are completed. If required information is missing, then an error message will display at the top of the page specifying what information is missing.

3. **Cancel:** Click here to exit the current page without saving any changes. The system will return you to the last page viewed before you began data entry and all unsaved changes will be discarded.
5.6 Forwarding the CAR Response

Use the “Forward to DCMA” button at the bottom of the Input Response Page to send the CAR response to the DCMA QAR. When selected, **Figure 5.7** will be displayed:

![Figure 5.7](image)

- **A. CC:** If the Contractor wishes to add CC addresses then they may type them into the CC: box.
- **B.** The contractor can enter a message to be sent with the email to the QAR by typing in the Message block.
- **C.** Click “Send” to complete the forwarding action and release the CAR from the Contractor to the QAR. A message will be returned to notify the user that the CAR has been sent successfully. Click “Cancel” to cancel this action.
6 REVIEWING THE CAR RESPONSE

A. When the CAR response is provided by the Contractor and forwarded to the QAR, the CAR will show on the Worklist with the selection to Edit Response. This link is used to review the response provided by the Contractor. When this link is selected, the following page is displayed. All of the fields for the CAR Response Review are displayed on a single web page, but for this document the page will be broken down into parts.

![Figure 6.1](image)

B. The top portion of the response of the contractor’s response provides the CAR #, order information and the issue identified. This information is not editable (Figure 6.1).
## Figure 6.2

C. The response section (Figure 6.2) provides the Contractor’s response to the CAR with the attributes identified by the QAR when the CAR was initiated. If the Contractor provides their response outside of PDREP, the QAR will enter the Contractor response in the fields on behalf of the Contractor.
1. **Contractor action complete**: This field identifies if the actions taken to resolve the issue identified on the CAR are complete. “Yes” indicates the actions are complete, and “No” indicates there are actions remaining to resolve the CAR.

2. **Due Date**: Contractor action complete is “Yes”, this date is the date the response was submitted to the QAR. If the Contractor action complete is “No”, the Due Date entered is the date the actions are expected to be complete.

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**Figure 6.3**

### 6.2 QAR Review

A. Once the review of the Contractor’s response is complete, the QAR shall complete the QAR review section (Figure 6.3).

1. **Cause Code**: Select the appropriate cause code from the drop down selection.

2. **Corrective Action**: Select the appropriate corrective action code from the drop down selection.

3. **Preventive Action**: Select the appropriate preventive action code from the drop down selection.

4. **Accept Response**: If the response provided by the Contractor is acceptable, select “Yes” from the drop down selection. If the response provided by the Contractor is not acceptable and requires further action from the Contractor, select “No” from the drop down selection.

5. **QAR Remarks**: Enter comments or information to be provided to the Contractor as a result of this review or to provide additional information associated with this CAR.
B. Click “Save Response” to save the information entered as a result of the CAR review. To send the results of the review and acceptance or notification of additional actions required, click “Send Response”. **Figure 6.4** is an example of the correspondence page.

![DCMA Correspondence](image)

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

- AAAAA_2010_1.pdf: Corrective Action Request: LEVEL II

To send all attachments select the first options ‘All Attachments’. To select multiple attachments, press and hold CTRL key and click on attachment name.
6.3 Correspondence Page
The Contractor's email associated with the CAR will be automatically entered as the recipient of the correspondence.

A. **To:** If you wish to add To addresses then you may either type them into the To: box and click "Add To Email List" (this must be done one address at a time).

B. **CC:** If you wish to add CC addresses then you may either type them into the CC: box and click "Add CC Email List" (this must be done one address at a time).

C. **Content:** Once you have chosen your recipients, enter the appropriate message notifying the acceptance of the CAR response. Information must be entered into this block to send the correspondence.

D. **List of attachments:** A listing of the attachments associated with the CAR will be identified. Select the attachments you wish to send with the correspondence, or select All attachments to send all the attachments with the correspondence.

6.4 Sending the CAR
A. Click "Send" to complete the forwarding action and release the CAR from the Contractor to the QAR. A message will be returned to notify the user that the CAR has been sent successfully. Click "Cancel" to cancel this action.

1. **Follow-Up Date:** Once the CAR has been accepted, the QAR can identify a follow-up date to audit the CAR actions taken to ensure they are effective. To set the follow-up date, enter a date in the field, or select a date from the calendar selection.

2. Click "Set Follow-up Date" to complete the action. Click "Cancel" to cancel this action.

B. For those CARs where the response is not accepted by the QAR, when the response is sent indicating Accept Response "No", the CAR is identified on the Contractor's Worklist with a status of Returned for Additional Action. The review process is repeated when the contractor provides additional information and returns the CAR to the QAR for review.

6.5 CAR Follow Up
A. Once a follow-up date has been identified, the Worklist for the CAR will include a link to document (ex. Figure 6.5).
B. To complete the follow-up action, select the follow-up link (Figure 6.6).
C. Based on the results of the follow-up, the QAR completes this form with the following information:

1. **Follow-up Completion Date:** Date the follow-up actions are complete. This date cannot be less than the Follow-up Due Date.

2. **Narrative:** Enter a narrative of the follow-up results. If the results indicate that the problem has not been corrected this should be identified. In this case, a new CAR should be initiated to document the need for further corrective action by the Contractor.

3. **Save:** Click to save the results of the Follow-up information and close the CAR. A message will be returned indicating the record was saved successfully. Once the follow-up is completed and saved, the CAR will show on the Contractor Worklist with a Closed status and no further changes to the record will be allowed.

4. **Cancel:** Click to return to the previous page without saving the information.

7 SUMMARY

This concludes the CAR processing instructions for the origination and management of Corrective Action Requests associated with NSEP Contractors. The PDREP help desk is always available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

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