



**Product Data Reporting and
Evaluation Program (PDREP)**

**Product Quality Deficiency Report
(PQDR)**

Cloning 1227s

**User Guide
01 Aug 2012**

Table of Contents

FOREWORD	1
INTRODUCTION	2
1 LOGGING ON TO PDREP	3
2 VIEWING THE WORKLIST	6
3 CLONING 1227	8
4 SUMMARY	11

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

FOREWORD

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

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

REFERENCES:

- a. Various DOD instructions and directives

INTRODUCTION

This document is intended to guide the user in utilizing existing 1227 data as a clone for developing a new DD form 1227 in the Product Data Reporting and Evaluation Program (PDREP).

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

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

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

Online in the PDREP Application

If you're already a PDREP User, log on to PDREP: <https://www.pdrep.csd.disa.mil/>
Click on the Feedback link at the top of the home page. The Customer Service Request (Feedback) form will open. Instructions for completion are located at the top of the form.

Customer Support Desk

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

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

Mailing Address

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor

Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

1 LOGGING ON TO PDREP

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

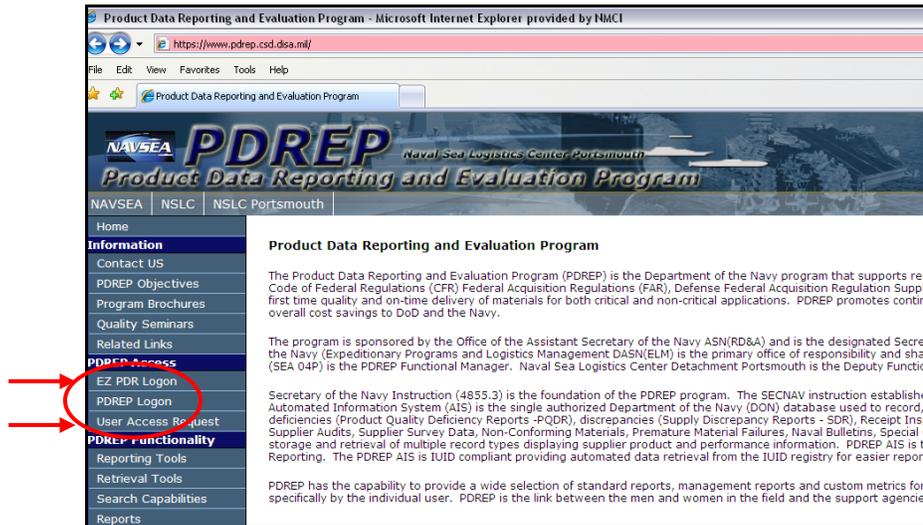


Figure 1.1

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

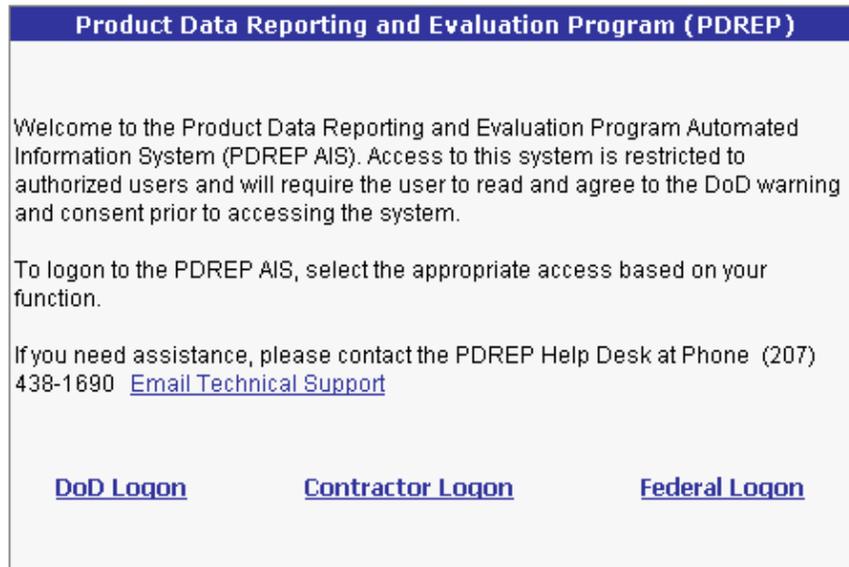


Figure 1.2

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

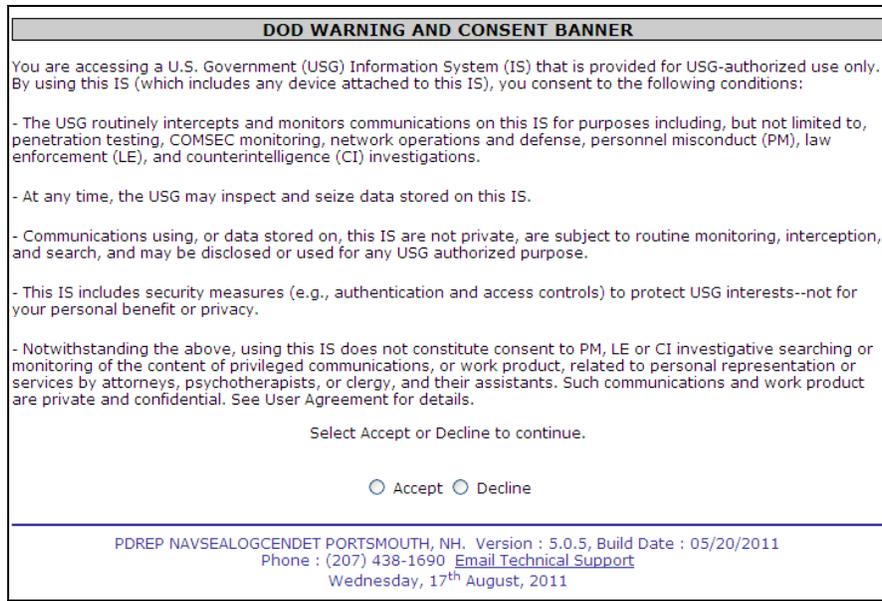


Figure 1.3

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

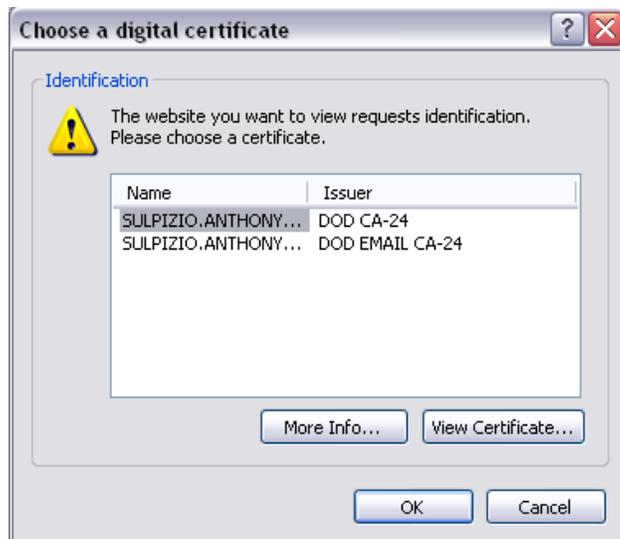
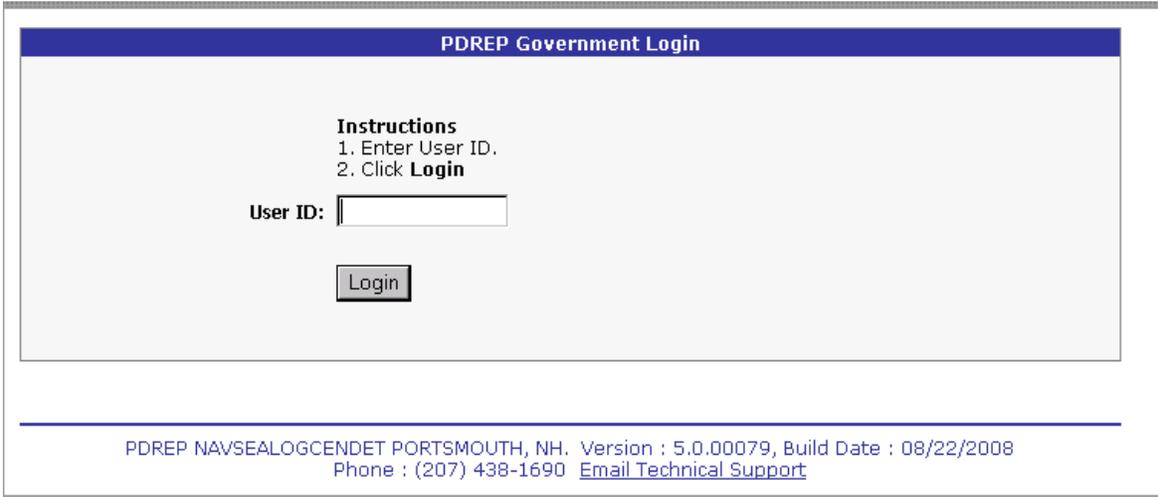


Figure 1.4

- g. If more than one certificate is shown, most users should choose the non e-mail certificate. After selecting the correct certificate, click the OK button to continue logging into the system. If you have difficulty with a certificate and have more than one available, please try the other certificates before contacting the PDREP Customer Support Desk.

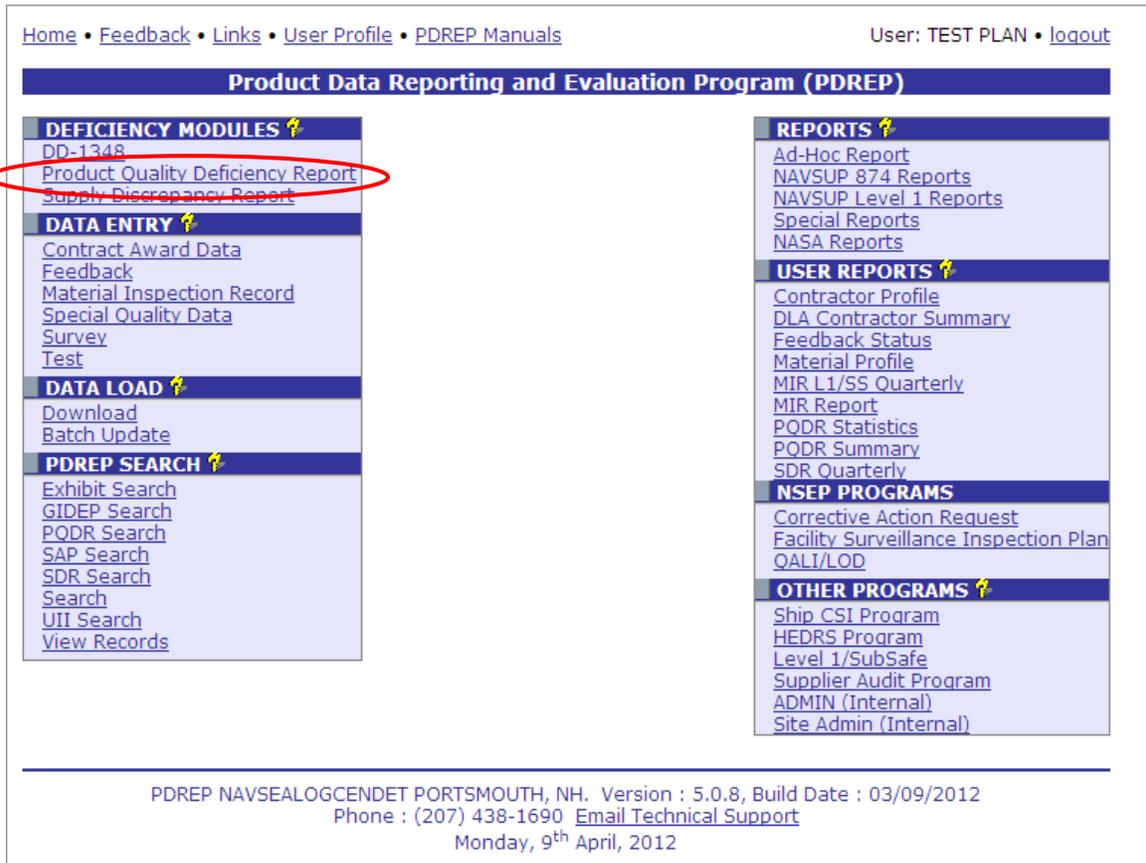
- h. In the PDREP Government Login screen that follows (Figure 1.5), enter your User ID and click the Login button.



The image shows the PDREP Government Login screen. At the top, there is a blue header with the text "PDREP Government Login". Below the header, the instructions are: "Instructions: 1. Enter User ID. 2. Click Login". There is a text input field labeled "User ID:" and a "Login" button below it. At the bottom of the screen, there is a footer with the text: "PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00079, Build Date : 08/22/2008 Phone : (207) 438-1690 Email Technical Support".

Figure 1.5

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



The image shows the PDREP Main Menu. At the top, there is a navigation bar with links: "Home", "Feedback", "Links", "User Profile", and "PDREP Manuals". On the right, it says "User: TEST PLAN" and "logout". Below the navigation bar, there is a blue header with the text "Product Data Reporting and Evaluation Program (PDREP)". The main content is divided into several sections:

- DEFICIENCY MODULES** (with a help icon):
 - DD-1348
 - Product Quality Deficiency Report (circled in red)
 - Supply Discrepancy Report
- DATA ENTRY** (with a help icon):
 - Contract Award Data
 - Feedback
 - Material Inspection Record
 - Special Quality Data
 - Survey
 - Test
- DATA LOAD** (with a help icon):
 - Download
 - Batch Update
- PDREP SEARCH** (with a help icon):
 - Exhibit Search
 - GIDEP Search
 - PQDR Search
 - SAP Search
 - SDR Search
 - Search
 - UII Search
 - View Records
- REPORTS** (with a help icon):
 - Ad-Hoc Report
 - NAVSUP 874 Reports
 - NAVSUP Level 1 Reports
 - Special Reports
 - NASA Reports
- USER REPORTS** (with a help icon):
 - Contractor Profile
 - DLA Contractor Summary
 - Feedback Status
 - Material Profile
 - MIR L1/SS Quarterly
 - MIR Report
 - PQDR Statistics
 - PQDR Summary
 - SDR Quarterly
- NSEP PROGRAMS**:
 - Corrective Action Request
 - Facility Surveillance Inspection Plan
 - QALT/LOD
- OTHER PROGRAMS** (with a help icon):
 - Ship CSI Program
 - HEDRS Program
 - Level 1/SubSafe
 - Supplier Audit Program
 - ADMIN (Internal)
 - Site Admin (Internal)

At the bottom of the screen, there is a footer with the text: "PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.8, Build Date : 03/09/2012 Phone : (207) 438-1690 Email Technical Support Monday, 9th April, 2012".

Figure 1.6

2 VIEWING THE WORKLIST

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

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

The screenshot shows the PQDR Worklist application interface. At the top, there is a navigation bar with links: Home, Feedback, Links, User Profile, and PDREP Manuals. On the right, it displays the user information: User: TEST PLAN and a logout link. Below the navigation bar is a menu with options: PQDR Worklist (highlighted), Create New PQDR, PQDR Search, PQDR Clone, and PQDR Analysis Tool. The main content area is titled "PQDR Worklist" and contains the following elements:

- Instructions:**
 1. Select **Show Worklist for**
 2. Select **Status** for the PQDR list
 3. Enter **DODAAC** and/or **User Code**.
 4. Add additional information as required to reduce the Worklist result set.[For additional help](#)
- Show Worklist For:** A dropdown menu set to "ORIGINATOR".
- Status:** A dropdown menu set to "CURRENT WORKLIST".
- From Date:** A date input field set to "04/20/2009" with a calendar icon.
- To Date:** A date input field set to "04/20/2012" with a calendar icon.
- DODAAC:** A text input field containing "TPLAN0".
- User Code:** A text input field containing "TPLAN".
- Sort:** A dropdown menu set to "RECEIVED DATE - ASC".
- Organization Code:** An empty text input field.
- Display Worklist:** A button to execute the search.

At the bottom of the page, there is a footer with the following text: PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.8, Build Date : 03/09/2012. Phone : (207) 438-1690. Email [Technical Support](#). Friday, 20th April, 2012.

Figure 2.1

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

3. CLOSED: Returns all PQDRs previously assigned to the designated activity and/or user code for investigation but where the PQDR has been closed by the Screening Point.
- c. The date range for the Worklist defaults to the present date minus three years but can be changed if needed. The Worklist can also be sorted by a variety of criteria but defaults to listing PQDRs in ascending order by the date on which the PQDR was first entered into PDREP.
 - d. The WorkList can also be run for a specific team by entering the designator (Organization Code) for that team. The results will include any PQDR currently assigned to a PDREP user for action whose user profile contains the **exact** Organization Code specified in the search.
 - e. When you have selected the criteria, click “Display Worklist” to view all PQDRs matching the criteria entered. A sample set of results appears in Figure 2.2

Home • Feedback • Links • User Profile • PDREP Manuals User: TEST PLAN • Logout

PQDR Worklist | Create New PQDR | PQDR Search | PQDR Clone | PQDR Analysis Tool

PQDR Worklist

Last Viewed RCN: [TPLANO-10-6218](#)

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

Show Worklist For: SUPPORT POINT Status: ALL

From Date: 05/02/2009 ? To Date: 05/02/2012 ?

DODAAC: TPLANO User Code:

Sort: RECEIVED DATE - ASC Organization Code:

Result count: 10
 Worklist Download: [Click here](#) to download data in Microsoft Excel format

CAT	Received	History & Corresp.	RCN	SF-368	CAGE	CSI	NSN	Nomenclature	Contact/Phone	Last Action	Status	DR Acknowledge	Overdue
II	05-MAY-11	View	TPLANO-10-7569	SF-368		NO	9999	FITTING/BRONZE/1 INCH	REBECCA PATTON NOT PROVIDED	SUPPORT POINT FROM ACTION POINT	ACTIVE		189 Days
II	05-MAY-11	View	TPLANO-10-5876	SF-368		NO	9999	FITTING/BRONZE/1 INCH	TEST PLAN 555-555-5555	SUPPORT POINT FROM ACTION POINT	ACTIVE		353 Days
II	05-MAY-11	View	TPLANO-10-9980	SF-368		NO	1670	PCHUT-AER-PU/DEL	REBECCA PATTON NOT PROVIDED	ACTION POINT FROM SUPPORT POINT	FOLLOW UP BY ACTION POINT		199 Days
II	10-MAY-11	View	TPLANO-10-0000	SF-368		NO	74 1005 010861400 SA	GUN,AUTOMATIC,25	TEST PLAN	SUPPORT POINT FROM	INTERIM		

Figure 2.2

3 CLONING 1227

- a. After the worklist displays, choose the file to clone by selecting the RCN (Figure 2.2). The Data Entry base page (Figure 3.1) will appear.

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

PQDR Worklist	Create New PQDR	PQDR Search	PQDR Clone	PQDR Analysis Tool
-------------------------------	---------------------------------	-----------------------------	----------------------------	------------------------------------

CHOOSE LEVEL
[Originator](#)
[Screening Point](#)
[Action Point](#)
[Support Point](#)

QUICK VIEWS
[View SF-368 \(HTML\)](#)
[View SF-368 \(PDF\)](#)
[View 1227 \(HTML\)](#)
[View 1227 \(PDF\)](#)
[View Exhibit Tag](#)
[View Points of Contact](#)
[History](#)

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

EXHIBIT TRACKING
[Exhibit Tracking](#)

USER INFORMATION
[User Profile](#)

SUPPORT POINT INVESTIGATION (QAR)
RCN: TPLAN0-11-0007 **NSN:** 7R1550001815593GM
Category: CATEGORY II **Status:** ACTIVE
Location of PQDR: SUPPORT POINT FROM ACTION POINT
Support Point - Editable Fields
QAR Minimum requirements:
1. Click View Points of Contact
 a. Enter Contractor Investigator information.
 b. Enter Government Investigator information.
2. Input 1227 data and complete the DCM data page.
3. When investigation is complete, click 'Forward to DRPM for Approval and Release'.
[View/Edit DR Data](#)
[View Exhibit Details](#)
[Input 1227 Data](#)
[Clone 1227 Data](#)
[Data \(Defect Codes\)](#)
[View Add Notes or Reference Briefs](#)
[Force PQDR Promotion](#)
[Add Additional Information](#)
Correspondence
Choose an option when you have completed entering in your data PQDR is released to Action Point by sending a Final Reply Letter.
[Support Point Letters](#)
Release PQDR
[Forward to DRPM for Approval and Release](#)
[Assign to QAR or Delegate to other Support Point](#)
Send Message To
[Originator](#) | [Screening](#) | [Action](#) | [Supervisor](#) | [Other](#)
Session Tracking: [TPLAN0110007](#)

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

Figure 3.1

- b. If the page does not default to the Support Point base page as shown in Figure 3.1, click the Support Point link under the Choose Level menu.
- c. Click the “Clone 1227 Data” link. The PQDR – Clone 1227 page (Figure 3.2) displays.

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

PQDR – Clone 1227

Instructions
 1. Before selecting **Clone Me** use the **View 1227** link to confirm the content of a previous investigation contains the desired investigative information
 2. Select **Cancel** to return if none of the previous investigations contains the desired investigative information
 Note: If NIIN or Part Number is present they will be included as part of the search. An Interim or Final Reply must also have been sent for the RCN to show in search results. Cloning 1227 data will result in cloning of all defect codes except the recovery value.

RCN	ICN	NSN	Part Number	View 1227	View 368	Clone Me
005395050029		010436929	MS27467T23853SA	View 1227	View 368	Clone Me
005395050030		007661566	5-96303-20	View 1227	View 368	Clone Me
005395050044		003336667	5-87199	View 1227	View 368	Clone Me
005395060003		008318164	65-8890-208	View 1227	View 368	Clone Me
005395060005				View 1227	View 368	Clone Me
005395060008		006210773	5-84049-13	View 1227	View 368	Clone Me
005395060009		014722324	65-7360-53	View 1227	View 368	Clone Me
005395060022		145393070	C20579000	View 1227	View 368	Clone Me
005395060029		008641975	5-96302-3009	View 1227	View 368	Clone Me

Figure 3.2

- d. Results in the list are based on the following eligibility parameters.
1. Same support DoDAAC
 2. Same NIIN
 3. Same part number (if on report)
 4. The PQDR must have had an Intern or Final reply sent.
- e. Alternatively, access the 1227 Input page and click the Clone List link (Figure 3.3). The Input 1227 page can be accessed via the Input 1227 Data link located on the Support Point base page directly above the Clone 1227 Data link.

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

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

RCN: TPLAN0-10-5876 NSN: 9999
 Location of PQDR: SUPPORT POINT FROM ACTION POINT
 View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

1227 Input

Instructions
 1. All narratives are 2000 characters long
 2. To save the record, click **Save**
 3. To cancel the process, click **Cancel**
 (Note: Cloning will overwrite current 1227 data and all defect codes, except recovery value, with cloned 1227 data and cloned defect codes)

To clone from an existing 1227 click [Clone List](#)

Prepared By:

Figure 3.3

- f. The Clone List link will also open the PQDR – Clone 1227 page shown in Figure 3.2.

NOTE

Only PQDR's that meet these requirements will be displayed. "No existing 1227 data found" will be displayed if no PQDR's match the above criteria for the record that you are trying to clone.

Before selecting **Clone Me** use the **View 1227** link to confirm the content of a previous investigation contains the desired investigative information. Select the **Cancel** button at the bottom of the result set to return if none of the previous investigations contains the desired investigative information.

Remember:

If NIIN or Part Number is present they will be included as part of the search. An Interim or Final Reply must also have been sent for the RCN to show in search results. Cloning 1227 data will result in cloning of all defect codes except the recovery value.

- g. Click the Clone Me link for the RCN record to clone.
- h. The 1227 Input form opens (Figure 3.4). The data contained in the existing 1227 is displayed within the form.

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

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

RCN: TPLAN0-10-9980 NSN: 1670
Location of PQDR: ACTION POINT FROM SUPPORT POINT
View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#) [1227 Form](#)

1227 Input

Instructions
1. All narratives are 2000 characters long
2. To save the record, click **Save**
3. To cancel the process, click **Cancel**
(Note: Cloning will overwrite current 1227 data and all defect codes, except recovery value, with cloned 1227 data and cloned defect codes)

To clone from an existing 1227 click [Clone List](#)

Prepared By:

Reviewed By:

Approved By:

12. Cause of Deficiency

a. Validation of Reported Deficiency:

b. Cause of Deficiency:

c. Responsibility for Deficiency:

Figure 3.4

- i. Review the information, modify if necessary and click the Save button to save the new record.

4 SUMMARY

This concludes the processing instructions for the Cloning process. The PDREP Customer Support desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

E-Mail:	webptsmh@navy.mil
Commercial:	(603)431-9460, Ext 486
DSN:	684-1690/1712/1371, Ext 486
Fax:	(603)431-9464