Product Data Reporting and Evaluation Program (PDREP)

Easy Product Data Reporting (EZPDR)

User Guide

July 2018
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*Hold the “CTRL” key and click on paragraph to follow link*
FOREWORD

This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Its purpose is to assist users with Product Data Reporting and Evaluation Program (PDREP) – Automated Information System (AIS) functionalities in submitting Material Inspection Reports (MIR), and 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:

a. DoDD 5000.2
b. DLAR 4155.24
c. DLAR 4140.55
d. SECNAVINST 4855.3B
e. NAVSO P3683
f. 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 MIRs, PQDRs and Warranty.

There are two methods of submitting a MIR, PQDR and Warranty:

a. The Easy Product Data Reporting (EZPDR) application allows personnel to submit MIRs, PQDRs and 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 MIRs, and PQDRs directly in the PDREP-AIS. Access to the PDREP-AIS allows additional functionalities for the user to track MIR, 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 changes or improvement to the PDREP-ADHOC 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/ 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 EZ PDR

   a. Access the EZPDR application from PDREP’s Home page: https://www.pdrep.csd.disa.mil.
   b. On the left hand column under PDREP ACCESS click on EZ PDR Logon (Figure 1.1).

   Figure 1.1

   c. A message box will display requesting a digital certificate be selected (Figure 1.2).

   Figure 1.2

   d. Highlight the certificate to use and click the Ok button.
   e. The DOD Warning and Consent Banner display (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 (Figure 1.3).

![Ez Product Data Reporting (EzPDR) Home](image)
2. VIEW STATUS OF RECORDS

2.1. VIEWING PQDRs

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 2.1. Please note that in order to view PQDRs submitted by other agencies you will need a PDREP-AIS account with PQDR access.

![Figure 2.1](image)

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 3 to complete submission of the PQDR.
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:
1. 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.

2. 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.

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

4. 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.

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d. 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. 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 2.2 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.

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e. Clicking the PDF link retrieves a copy of the current SF368. Figure 2.3 is a sample of the top of a SF368.
f. 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. Refer to Figure 2.4.

2.2. View MIRS
a. The primary purpose of the PDREP MIR application is to collect technical receipt inspection data to provide reports and metrics to management for analysis and action.
b. To view the status of records you previously entered, click on the View Status tab in Figure 2.9. You are now on the EZPDR Work List page. Please note that in order to view MIRs submitted by other agencies you will need a PDREP-AIS account with MIR access.

c. To view MIRs previously entered, click on the View Status tab in Figure 2.9. You are now on the EZPDR Worklist page.

d. Under the MIRs Submitted heading there are six columns:

1. Submitted - The date the MIR was submitted.
2. RCN - This is the MIR’s unique record control number. Clicking a link in this column permits the user to complete submission of draft MIRs.
3. Status - The status column displays the current PDREP status of the MIR. Status is either “DRAFT” for incomplete submissions or “ACTIVE” for completed submissions.
4. View MIR - The View link provides a view of the data stored in PDREP.
5. Create PQDR - Provides a Create link to begin creation of a new PQDR. This is only available when there is a defect quantity greater than one on the MIR. Clicking this link brings the user to the PQDR originator page shown in Figure 3.3 with data auto-populated directly from the MIR to PQDR. Follow the PQDR submission instructions in section 3 to complete the PQDR submission.
6. Delete - The Delete link permits the user remove draft status MIRs.

e. To delete a draft MIR that you have no plans of submitting, click the Delete link in the row of the MIR you would like to delete. A pop-up window will prompt you to confirm deletion. Clicking OK will delete the draft MIR and remove it from the list. Clicking Cancel will stop the deletion process.
3. CREATE AND SUBMIT A NEW PQDR IN EZPDR

3.1. CREATE A NEW EZPQDR

a. To create a New EZPQDR, select the radial button for Product Quality Deficiency Report in Figure 3.1.

b. Enter your DoDAAC; click the Continue button and the “Create New PQDR” form displays in EZ View (Figure 3.2).
c. 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.

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

d. Clicking the yellow question mark next to any field displays information about the data field.

e. 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.

f. 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.

g. 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.

1. 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.

2. 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.
3. 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.

4. 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 is why UII must be verified by PDREP prior to permitting them to be added to any PDREP record.

h. Click the Create New PQDR button to create and auto-populate the new PQDR. Note that 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 pictured in Figure 3.3 and Figure 3.4.

i. Click the Cancel button to return to the previous screen without saving any changes.
### Instructions

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 PQOR to a Screening Point, click Submit PQOR.
6. To cancel the process, click Cancel.
7. To access only mandatory fields and fields that will expedite processing, click Switch to EZ View.
8. Selecting underlined items will provide help for that item.

---

### Create New PQOR

**Last Used RCN by:**
- For Activity
- For Activity

**Category:**
- [ ] CAT I
- [ ] CAT II

**Sub-Category:**
- [ ] SELECT

**Report Control Number:**
- [ ] Activity
- [ ] Year
- [ ] S/N

**Date:**
- [ ] 03/01/2016

**S/N: 0003**

**OOS/UNKNOWN:**
- [ ] OOS
- [ ] UNKNOWN

**Activity Name:**
- [ ] Activity

**Address:**
- [ ] Address
- [ ] City
- [ ] State
- [ ] Zip

**Originator Name, Phone Number & Email Address:**
- [ ] Name
- [ ] Telephone Number
- [ ] Email Address

**Use Originator's Profile address as Originator Address:**
- [ ] Use Originator’s Profile address as Originator Address

**Description Of Deficiency:**
- [ ] Description

**Supporting Documentation:**
- [ ] Documentation

**Do you suspect this material to be counterfeit?**
- [ ] YES
- [ ] NO

**Where Deficiency Discovered:**
- [ ] SELECT
4. **Date Deficiency Was Discovered**  
   03/01/2016

5. **Deficient Item National Stock Number (NSN)**  
   - **Critical Safety Item:** N
   - **National Stock Code (FSC):**  
     - **NATO Item Number (NIN):** 
     - **Lookup FSC:**

6. **Deficient Item Nomenclature**
   - **Procurement Group Code (PGC):**
   - **DOD/NAIC (ammunition):**

<table>
<thead>
<tr>
<th>Unit Cost</th>
<th>Unit of Issue</th>
<th>Credit Card Buy Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>&lt;SELECT&gt;</td>
<td></td>
</tr>
</tbody>
</table>

7. **Estimated Repair Cost**
   - 

8. **MIR Serial No.**
   - 
   - **Add MIR:**

9. **Shipper's DODAAC/CAGE Code**
   - **Lookup DODAAC**
   - **Lookup CAGE**

10. **GBL Number**
    - 

11. **Operating Time at Failure**
    - <SELECT>  
      - (Specify hours, days, cycles, etc.)

12. **Deficient Item Part Number**
    - 

13. **Vendor CAGE Code** (Contracted Supplier)
    - 
      - **Lookup:**
      - **Manufacturer CAGE Code:**
        - **Lookup:**

14. **Quantity**
    - (M) a. Received
    - (M) b. Inspected
    - (M) c. Deficient
    - (M) d. In Stock
    - 0

15. **DoD Unique Item Identifier**
    - Manual Entry
    - Scan Barcodes
    - **Add UI:**

16. **Serial, Lot, or Batch Number**
    - **Serial Number:**
    - **Lot/Batch Number:**
    - **Lot/Batch Type:**
      - <SELECT>

17. **Repairable Item**
    - **Item:**
    - **Repairable Item:**
      - **UNKNOWN**

---

**Figure 3.3**
b. **Date MFRD/Repaired/Overhauled**

<table>
<thead>
<tr>
<th>Date MFRD/Repaired/Overhauled</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;SELECT&gt;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. <strong>Lost Repair Facility (CAGE or DoDAAC)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;SELECT&gt; Lookup DoDAAC Lookup CAGE</td>
</tr>
</tbody>
</table>

13. a. **Contract Number**

<table>
<thead>
<tr>
<th>Contract Number</th>
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</tbody>
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<th>b. <strong>Delivery Order Number</strong></th>
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<table>
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<th>c. <strong>Contract Line Item No.</strong></th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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

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

(H) 14. **Government Furnished Material**

<table>
<thead>
<tr>
<th>N-No</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
</tr>
</tbody>
</table>

15. a. **Item Under Warranty**

<table>
<thead>
<tr>
<th>Item Under Warranty</th>
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<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. <strong>Warranty Expiration Date</strong></th>
</tr>
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<td></td>
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<table>
<thead>
<tr>
<th>Warranty Item Name</th>
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<table>
<thead>
<tr>
<th>FSC</th>
<th>NIIN</th>
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<th>Warranty Item Serial Number</th>
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<table>
<thead>
<tr>
<th>Warranty Item Claim Type</th>
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<table>
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<tr>
<th>Warranty Cage</th>
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<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Warranty Part Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

16. **End Item EIC/WUC/TAMCN**

<table>
<thead>
<tr>
<th>End Item EIC/WUC/TAMCN</th>
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<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

17. a. **Next Higher Assembly NSN**

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<tr>
<th>COG FSC</th>
<th>NIIN</th>
<th>SMIC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<table>
<thead>
<tr>
<th>b. <strong>Nomenclature</strong></th>
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<table>
<thead>
<tr>
<th>c. <strong>Part Number</strong></th>
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<td></td>
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<table>
<thead>
<tr>
<th>d. <strong>Serial Number</strong></th>
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<table>
<thead>
<tr>
<th>Next Higher Assembly CAGE</th>
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<tbody>
<tr>
<td></td>
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</table>

18. a. **End Item NSN**

<table>
<thead>
<tr>
<th>COG FSC</th>
<th>NIIN</th>
<th>SMIC</th>
</tr>
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<tbody>
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<td></td>
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<table>
<thead>
<tr>
<th>b. <strong>Nomenclature</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>c. <strong>Type/Model</strong></th>
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</thead>
<tbody>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>d. <strong>Serial Number</strong></th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Part Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
3.2. ENTER DATA INTO THE PQDR

a. Clicking the Switch to Standard View button places all available data entry fields on the user’s display (Figure 3.5 and Figure 3.6).

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.
4. Date Deficiency Was Discovered
   03/01/2016

5. Deficient Item National Stock Number (NSN)
   (M) FSC      
   NIN          
   Critical Safety Item
   N
   Lookup FSC

6. Deficient Item Description

   Procurement Group Code (PGC)   DODIC/NAIC (ammunition)

   Unit Cost       Unit of Issue          Credit Card Buy Indicator
   0              <SELECT>   

   Estimated Repair Cost
   0

   MIR Serial No.
   Add MIR

   Shipper’s DODAAC/CAGE Code
   Lookup DODAAC    Lookup CAGE

   GBL Number

7. Operating Time at Failure
   <SELECT>   (Specify hours, days, cycles, etc.)

8. Deficient Item Part Number

9. Vendor CAGE Code (Contracted Supplier)
   a. Manufacturer CAGE Code
      Lookup

10. Quantity
    (M) a. Received  b. Inspected  c. Deficient  d. In Stock
       0    0    0    0

   DoD Unique Item Identifier
   Manual Entry   Scan Barcodes

11. Serial, Lot, or Batch Number
    Serial Number
    Lot/Batch Number   Lot/Batch Type
    <SELECT> 

12. a. Item Status
    (M) Repairable Item
    <SELECT>   UNKNOWN

Figure 3.5
b. Date MFRD/Repaired/Overhauled
   MFRD/Repaired/Overhauled
   
   c. Last Repair Facility (CAGE or DoDAAC)
   
   13. a. Contract Number  
       Delivery Order Number  
       Contract Line Item No.
   
   b. Requisition/Document Number
   
   c. Purchase Order Number

   (H) 14. Government Furnished Material
   
       N - No

   15. a. Item Under Warranty
   
   b. Warranty Expiration Date

   Warranty Item Name
   
   FSC  
   NIIN

   Warranty Item Serial Number

   Warranty Item Claim Type

   Warranty Cage

   Warranty Part Number

   16. End Item EIC/WUC/TAMCN

   17. a. Next Higher Assembly NSN

   COG  FSC  NIIN  SMIC

   b. Nomenclature  
   c. Part Number  
   d. Serial Number

   Next Higher Assembly CAGE

   18. a. End Item NSN

   COG  FSC  NIIN  SMIC

   b. Nomenclature  
   c. Type/Model  
   d. Serial Number  
   Part Number
<table>
<thead>
<tr>
<th>End Item CAGE</th>
<th>Engine Model</th>
<th>Engine Serial Number</th>
</tr>
</thead>
</table>

19. **Current Disposition of Deficient Item (the Exhibit)**

   H-HOLDING EXHIBIT

20. **Location of Deficient Material (DODAAC/CAGE)**

   **Location of Exhibit Narrative** (Provide details as to where the material is currently stored.)

21. **Action Requested**

   <SELECT>

   (M) **Status**

   A-ACTIVE

   ![Buttons]

   ![Switch to EZ View]
c. Actions available in 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.

6. **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.

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

8. **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.

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

10. **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.

11. **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.

12. **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.**
A. US Army originators must manually select one of the following screening activities:
   i. W15GK8 - CECOM
   ii. W52P1J - JMC
   iii. W58HZ1 - TACOM Natick
   iv. W81D17 - AMCOM
   v. W81D19 - TACOM Warren
   vi. W91AS2 - TACOM Rock Island
   vii. W912F1 - ECBS Rock Island Chem Bio

B. 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).

C. 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

D. All other PQDRs are routed to N00104

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

F. PQDRs submitted by any other agency, service or SYSCOM not listed above are sent to a PDREP administrator for review at N45112.

13. Description of Deficiency: Enter a detailed narrative description of deficiency, referencing any applicable tests, drawings and design specifications.

14. 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.

15. 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.

16. 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.

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

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

19. 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.

20. Critical Safety Item: Auto-fills from the NIIN and may not be edited.
21. **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.

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

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

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

25. **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.

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

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

28. **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.

29. **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.

30. **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.

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

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

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

34. **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.

35. **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.

36. **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).

37. **DOD Unique Identification Identifier (UII)**: Enter the UII here if the deficient item has a government-issued Unique Item Identifier (UII).
38. **Serial, Lot, or Batch Number**
   A. **Serial Number**: If a serial was supplied with the material then enter it here. If needed, fields will be added for additional numbers.
   B. **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.
   C. **Lot/Batch Number Type**: Choose whether the number (if any) supplied is a Batch, Lot, Serial or Heat number.

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

40. **Repairable Item**: Select Yes, No, or Unknown. If the item is identified as Repairable then a serial number will be required. Mandatory for Navy Activities. Note: Defaults to “Unknown” for Army users. Non-Navy activities are not required to supply this information.

41. **Date MFRD/Repaired/Overhauled**: Enter if known.

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

43. **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.

44. **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.

45. **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.

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

47. **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.

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

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

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

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

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

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

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

55. **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.
56. **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.

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

58. **Next Higher Assembly Part Number**: Enter the part number of the NHA.

59. **Next Higher Assembly Serial Number**: Enter the serial number of the NHA.

60. **Next higher Assembly CAGE**: Enter the CAGE for Next higher Assembly CAGE

61. **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.

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

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

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

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

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

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

68. **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.

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

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

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

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

73. **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.

74. **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.
3.3. 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 previous section 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 reviewed by a Screening Point for completeness and accuracy. 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. Your PQDR submission will be confirmed by email from the EZPDR system. Figure 3.7 is a sample of the email.

![Figure 3.7](image)

Figure 3.7

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

e. To view previously submitted PQDRs, click on the View Status tab. Use the View Status tab (see Section 2 of this user guide) to locate draft PQDRs or view the status of your submitted PQDRs.

f. Your PQDR submission will be screened and when the PQDR is accepted you will be notified by email again and notified of the Screening Point decision. Once accepted, the EZPQDR is entered into the PDREP database and is processed the same as a record entered through PDREP.

g. If for any reason your PQDR is not accepted you will also be notified by email and the PQDR will be removed from your View Status list for PQDRs.
4. CREATE AND SUBMIT AN MIR IN EZPDR

4.1. CREATE A NEW MIR

a. To Create a New MIR, select the radial button for Material Inspection Report (MIR) in Figure 4.1.

![Figure 4.1](image1)

b. Check your Name and enter your organizations DoDAAC. Click the Continue button and the “Create New MIR” form displays in Figure 4.2.

![Figure 4.2](image2)

c. The last used RCN for your user name and activity is pre-filled under the instructions to provide insight into what RCN to use next. Enter a serial number for the RCN. Enter a Requisition
Number, Federal Supply Class (FSC), National Item Identification Number (NIIN), and DOD Unique Item Identification Number if known. The data you are providing here will be used to pre-fill the new MIR with as much information as possible. Click the Create New MIR button and the prefilled Add/Edit MIR form appears as in Figure 4.3.

Figure 4.3
4.2. ENTER DATA INTO THE MIR

a. Enter the mandatory data fields on the Add/Edit MIR form and any optional data to complete the MIR for submission. The mandatory fields are located at the top of the form. (M) Indicates a mandatory field. (CM) indicates a conditionally mandatory field.

1. Fields in the MIR Form are described below.

   A. (M) Reporting Activity: INPUT– The DoDAAC of the activity where the MIR originated. (6 spaces alpha/numeric).

   B. (M) Serial Number: INPUT– The high eight-digit serial number assigned to the lot. No two MIRs shall have the same serial number. (8 spaces alpha/numeric).

   C. Low Serial Number: INPUT– The low serial number assigned to the lot covered by one MIR document. The resulting serial number range can be used when verifying Level 1/SubSafe material. (3 spaces numeric).

   D. (M) Submitters Email Address: Address of the person submitting the MIR.

   E. (M) Material Level Code: INPUT– Select the appropriate Material Level Code (also known as a QA Level) from the drop down box.

   F. (M) Inspection Completed Date: INPUT– The date the MIR was reviewed and completed for release by supervisor. (10 spaces MM/DD/YYYY, or select from calendar tool).


   H. Entity (CAGE) code. (5 spaces alpha/numeric).

   I. Contract Number: INPUT – The procuring activity contract number. The first 6 characters of this field must be a valid DoDAAC (Reporting Activity). When the ninth position (instrument code), is A, D, or G, the four positions Call/Order Number shall supplement the thirteen-position procuring activity contract number. (13 or 17 spaces alpha).

      i. Purchase with Government Credit Card: When inputting a record from a purchase made with a government credit card, the first six characters do NOT need to be a valid DoDAAC and the contract number shall be 16 spaces

   J. NSN, COG: INPUT – If known, enter the National Stock Number (NSN) that uniquely identifies an item of supply (17 spaces alpha/numeric).


   L. NSN, NIIN: INPUT – If known, enter the National Item Identification Number (NIIN) that uniquely identifies an item. (9 spaces numeric).

   M. NSN, SMIC: INPUT – If known, enter the Special Material Identification Code (SMIC) that uniquely identifies an item. (2 spaces numeric).

   N. (M) Product Description: INPUT – The description of product inspected. Include as detailed description as space provides to include noun name, type, class, condition, and primary size. (50 spaces alpha/numeric).

   O. (M) Contract Units Received: INPUT – The number of units received expressed in the units of measure ordered on the contract (i.e. ft., lbs., bxs, etc.). This field should agree with the DD250 if applicable. (6 spaces numeric).
P. (M) Inspection Lot Size: INPUT – The number of product inspection units included in the lot regardless of total procurement units. Inspection Lot Size cannot be greater than Contract Units Received. (6 spaces numeric).
   
i. Inspection units for Electrodes use number of coils or electrode cans
   
ii. Inspection units for Fasteners use number of contract units (i.e. box or each)
   
iii. All Other Inspection Units use number of pieces inspected disregarding unit of issue.

Q. (M) Production Units Defective: INPUT – The number of production units found defective in the inspection lot. There must be one or more defective production unit(s) if any defects were found during the technical receipt inspection. This field correlates to the Inspection Lot Size, without units, and therefore can never be greater than that value. Enter “0” when no defects are found. (6 spaces numeric).

**NOTE:** For an inspection where only a sample of the material is tested/inspected, if the number of defective production units in the sample exceeds the number of defective production units allowed by the inspection plan, then the number of defective production units must equal the inspection lot size. The entry in this block must be greater than “0” if the dollar value defective is greater than “0.”

R. (M) Dollar Value Received: INPUT – The whole dollar value of units received, input “1” when a valid contractor CAGE code is known and value is unknown. Enter “0” for stock system items and value is unknown. (7 spaces numeric).

S. (M) Dollar Value Defective: INPUT – The whole dollar value of all defective production units in the lot. Input “1” if value is unknown and there are one or more defective production units. Enter “0” if no production units are defective. (7 spaces numeric).

**NOTE:** For sampling inspection, enter the dollar value of the entire lot when the total number of defects exceeds the acceptable quality levels of the sampling plan. Dollar value defective must be greater than zero if any production units defective are found. The dollar value defective cannot be greater than the dollar value received.

T. (M) Inspecting DCMA: ACTION – Select “YES” if a component of DCMA inspected the material. Default is “NO” if the material was not inspected by DCMA.

U. (CM) Defective Material Report No.: INPUT – The local Deficiency Report (DR) Number applicable to the inspection lot. A DR Number is conditionally mandatory for MIRs that report defective units. (20 spaces alpha/numeric).

V. (M) Reject Indicator: ACTION – Select “YES” if production units’ defective is greater than “0”, default is “NO”.

W. (M) Inspection Attributes: ACTION – Select inspection attributes as listed on the MIR. At least one inspection attribute must be selected for it to be an accepted MIR. PDREP allows duplicate inspection attributes only when the inspection types are different. To Add an Inspection Attribute, click the Add New Attribute button

   i. To add more inspection attributes click the Add New Attribute button in Figure 5.3. Enter the attribute mandatory data and click the Save Attribute button to add the attribute.

   ii. (M) Units Inspected: The number of product inspection units actually inspected for that attribute.
iii. (M) Inspection Type: Select applicable inspection type code for each attribute inspected. Code Attribute:

iv. D - Accepted based on SUPPORT POINT inspection

v. P - Inspection for the attribute was actually performed by the Government inspector

vi. R - Reduced inspection

vii. V - Accepted based on the inspector’s Verification of the vendor’s software package

viii. W - Government inspector “Witnessed” the contractor’s test and/or inspection for this attribute

X. (M) Number of Defects: The number of defects found during the inspection for the attribute. Enter “0” if no defects were found for the attribute inspected. Number of defects cannot be greater than units inspected for that attribute.

Y. (CM) Defect Class: Select the criticality code for the defect classification. Conditionally mandatory if the Number of Defects field is greater than zero. Code Definition:

i. Critical: A Critical defect is a defect that judgment and experience indicate would result in hazardous or unsafe conditions for individuals using, maintaining, or depending upon the product, or a defect that judgment and experience indicate is likely to prevent performance of the tactical function of a major end item such as a ship, aircraft, tank, missile, or space vehicle.

ii. Major: A Major defect is a defect, other than critical, that is likely to result in failure, or to reduce materially the usability of that unit of product for its intended purpose.

iii. Minor: A Minor defect is a defect that is not likely to reduce materially the usability of the unit of product for its intended purpose, or is a departure from established standards having little bearing on the effective use or operation of the unit.

iv. No Defect: If the material conforms to all specifications and contractual requirements leave Defect Class blank.

Z. Requisition Number: INPUT – Enter the requisition number used to order the material from the stock system.

AA. DoD Unique Item Identifier (UII): INPUT – Select Scan Barcodes to scan 2D barcodes that contain the materials UII data. You may also manually enter the UII in the field provided. Then click the Add UII button.

BB. Certifying Activity Designator: ACTION – Select Certifying Activity Designator (CAD) assigned by SEA 07Q to activities that can certify Level 1, SUBSAFE, or TARGET material.

CC. Material Designator: INPUT – For Level 1/SubSafe (L1/SS) certified material, enter the Material Identification Code (MIC) material designator exactly as provided in the latest version of NAVSEA 0948-LP-045-7010, Vol. 2. (3 spaces alpha).

DD. Material Specifications: INPUT – The principle material specification used to procure and inspect the lot. Include the revision and/or amendment number when available. (25 spaces alpha/numeric).

FF. Drawing Number: INPUT – The drawing number referenced on which the material was procured. (25 spaces alpha/numeric).

GG. Ship/Project Number/End Item Serial Number: INPUT – The hull type and number or project code. For control of non-level material (a.k.a. Controlled Industrial Material, CIM) inputting CIM in the first three spaces is mandatory. (15 spaces alpha/numeric).

HH. Manufacturer CAGE Code: INPUT – The subcontractor CAGE code, if known, that was used in production of the material inspected. Leave this field blank when the manufacturer CAGE code is the same as contractor CAGE code. (5 spaces alpha/numeric). A “Lookup CAGE” button is also available to search for CAGE codes.

II. Job Order Number: INPUT – The job order applicable to the lot of material. (10 spaces alpha/numeric).

JJ. Location: INPUT – The building or location where the inspection was performed. (7 spaces alpha/numeric).

KK. Process Instruction Number: INPUT – The instruction number or identification number of instruction used to inspect the lot. (8 spaces alpha/numeric).

LL. Contract Delivery Date: INPUT – The date that the material was delivered and signed for by a government representative. (10 spaces MM/DD/YYYY, or select from calendar tool).

MM. Remarks: INPUT – Relevant text that cannot be included in other fields. (250 spaces alpha/numeric).

NN. Batch/Lot/Heat #: INPUT – The primary component heat, batch or trace code assigned to the inspection lot by the supplier. To add Heat number or Lot numbers, enter a Heat or Lot number and click the Add Batch/Lot/Heat# button.

OO. To add documents or view attached documents, click the Add/View Attachments button at the bottom of the page to proceed to the “Upload Attachment Listing” page.

Figure 4.4
i. To add new documents, follow the on screen instructions in Figure 4.4.

ii. After uploading a new file, you will receive confirmation as seen in Figure 4.5. Press the Continue button to go back to the add attachments screen.

![Figure 4.5](image1)

iii. Previously added attachments will have a link in the File Name column to view the document as in Figure 4.6.

![Figure 4.6](image2)

iv. To delete a previously uploaded attachment, click the Delete button.

v. Clicking the Cancel button returns you to the MIR data entry page.

vi. To exit the MIR without saving any changes since the last save, click the Cancel button.

vii. To save the data entered in the MIR without submitting, click the Save Draft button. A Successful Save message should be received (4.7). If the save was not successful, you will be directed to re-enter the caption text.

![Figure 4.7](image3)
4.3. SUBMIT THE MIR

a. After completing all the mandatory fields and any other pertinent data on the Add/Edit MIR web pages described in the previous section of this user guide, click the Submit MIR button to send the completed MIR to the PDREP-AIS. The EZPDR application will validate that mandatory fields have appropriate data entries, and error messages will indicate where changes are required.

b. You’ve completed the submission process. A successful PDREP Message displays (Figure 4.8).

c. Actions possible from this message box include the following.

1. To View/Print this Document: Click Here - This link provides a printable version of the data submitted (Figure 4.9).

2. To print the view in Figure 4.9 click the Print button.

3. Clicking the Cancel button returns you to the EZPDR Worklist.

d. To create new PQDR: Click Here - This link permits a PQDR to be submitted based on the data entered on the MIR. The PQDR will auto populate with data from the MIR. To complete the submission of the PQDR refer to Section 3.
e. Click the Continue link to be returned to the EzPDR Worklist (Figure 4.10).

![EzPDR Worklist](image)

**Figure 4.10**

f. Your MIR submission will be confirmed to you by email from the EZPDR system. To view previously submitted MIRs, use the View Status tab (see Section 2 of this user guide) to locate draft or submitted MIRs.

**NOTE:** This completes the section on creating and submitting MIRs.

5. **SUMMARY**

a. This concludes the EZPDR for MIRs, 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