



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

Facility Oversight Plan

**User Guide
22 October 2012**

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Click link and the hold “CTRL” key to follow link

FOREWORD

This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. The Product Data Reporting and Evaluation Program's (PDREP) Survey application is designed to work in concert with existing DoD and Navy policies and processes. Its purpose is to assist users with the functionality of the PDREP-FOP application and to facilitate compliance with DoD and Navy policy.

Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy Survey program processes and requirements.

REFERENCES:

- a. Defense Contract Management Agency (DCMA) [Guide Book](#)
- b. Secretary of the Navy Instruction (SECNAVINST) [4855.5B](#)

!!!ATTENTION!!!

The sample data used in this document is not real. It is data from a training system and must not be used for actual business purposes.

INTRODUCTION

This document is intended to assist Defense Contract Management Agency (DCMA) personnel in the creation of Facility Oversight Plans (FOP) in PDREP.

A FOP is prepared to identify the Quality Assurance Representative's (QAR's) overall plan to evaluate quality system and product related processes. Not only is it intended to provide a strategy for periodic evaluation, it is also a vehicle to document the QAR's concerns as well as a format for communication and coordination of joint audits and inspections with the customer. The FOP is a dynamic plan that must be formally updated, as a minimum, every six months. Updates will be based on factors such as receipt of new contract requirements, contractor's production activity and the contractor's quality and technical performance history. Requirements identified by the customer/delegating activity via the QALI/LOD may necessitate more frequent FOP updates.

Users that have access to the PDREP FOP application are also provided access to other common features that can be used to leverage supplier past performance information and material history via adhoc query, supplier profiles, and an IHS Haystack link.

The PDREP FOP 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, under the PDREP Functionality header, click on [Reporting Tools](#), then "Customer Feedback" will give you instructions.

Customer Support Desk

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

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

Mailing Address

Naval Sea Logistics Center Detachment Portsmouth

Bldg. 153, 2nd Floor

Portsmouth, NH 03804-2058

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.

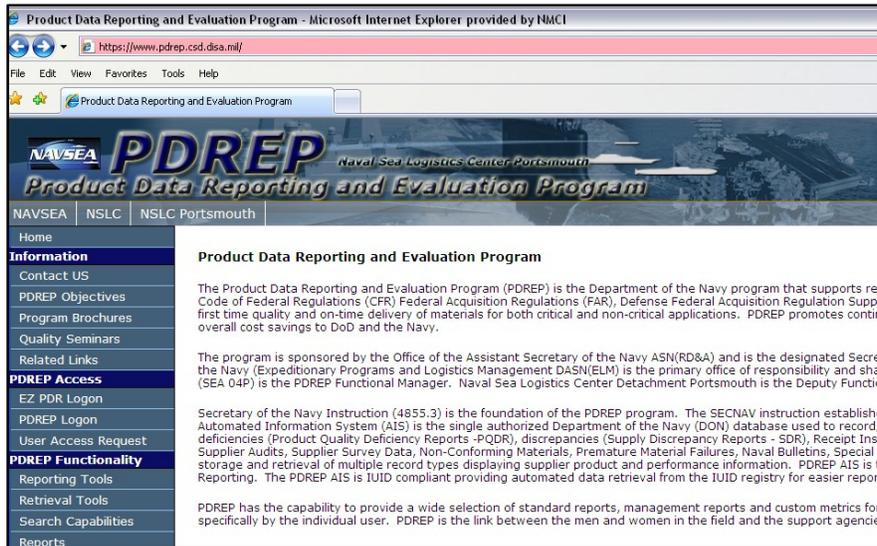


Figure 1.1

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

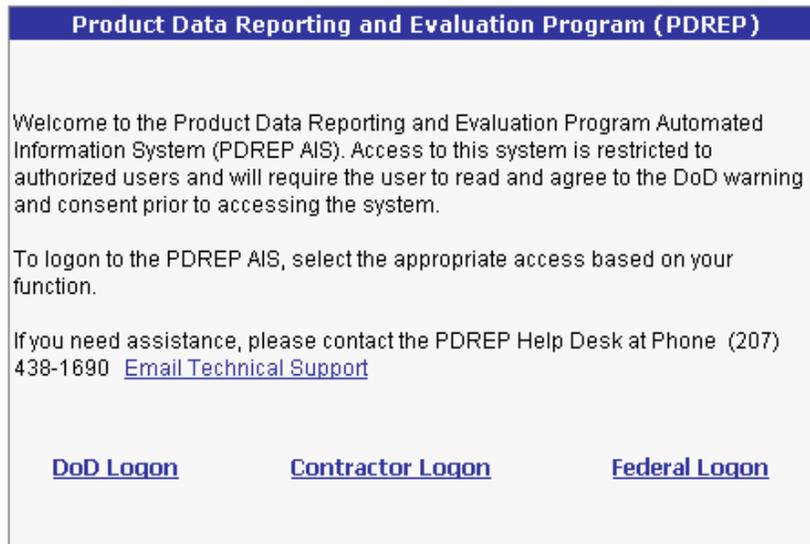


Figure 1.2

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

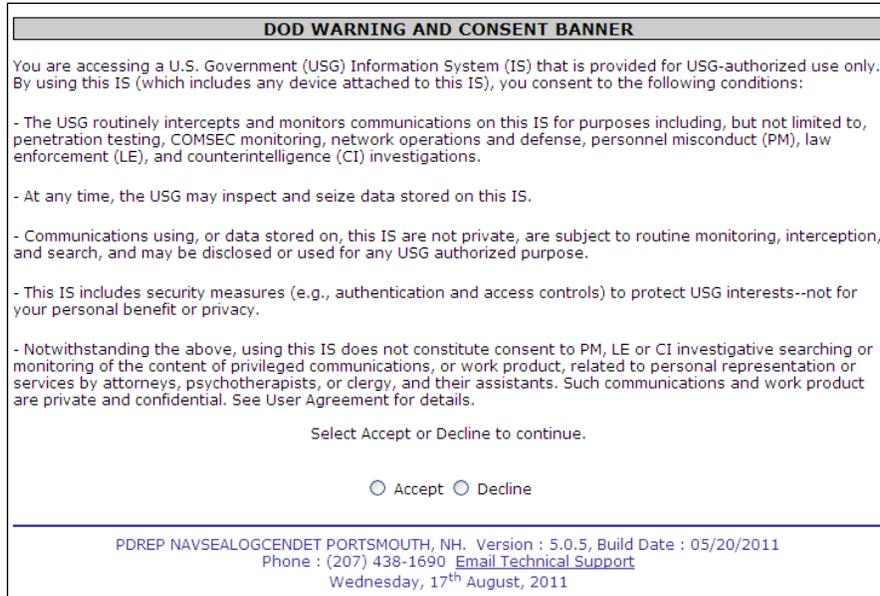


Figure 1.3

- 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

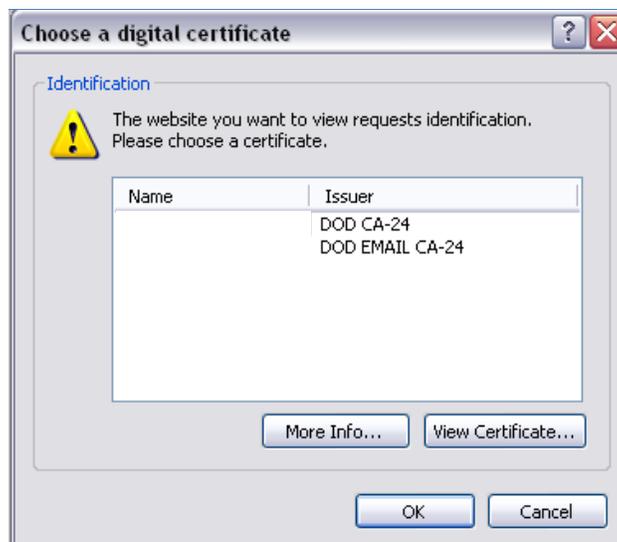


Figure 1.4

- 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.

Figure 1.5

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

Figure 1.6

2 USER PROFILE

Every PDREP user has a User Profile. The accuracy of the information in this profile is important both for correspondence purposes and for the correct operation of worklists and other features in PDREP.

- a. To view your User Profile, click on User Profile at the top of the Main Menu page (Figure 1.6) toward the upper left corner to review and update your profile. Figure 2.1 shows the User Profile – View display.

User: TEST PLAN • [logout](#)

[Home](#) • [Feedback](#) • [Links](#) • [User Profile](#) • [PDREP Manuals](#)

User Profile - View

To update information [Click here](#)

Name: TEST PLAN
Title: TEST
P.O.Box:
Address: 999 SOME STREET

City/State/Zip: SOME CITY MICHIGAN 52888
Country: UNITED STATES
Phone: 555-555-5555
DSN Phone:
Email Address: test@aboutblank.com
Organization Code: 0541
Logo:

Email Distribution List

Email Address	Name	List Type
IMPORTANTCONTACT@CONTACTME.COM	IMPORTANT CONTACT	0

Point of contact

Name	Email Address	Activity/Organization	Contact Type	Phone
ONE POINTOFCONTACT	POC@CONTACTME.COM	COMPANY ONE	GOVERNMENT	555-555-5555

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.6, Build Date : 09/09/2011
 Phone : (207) 438-1690 [Email Technical Support](#)
 Tuesday, 24th January, 2012

Figure 2.1

- b. Your contact information will have been entered initially by the PDREP administrator when your access was granted. Your e-mail distribution and point of contact lists are entered by you if needed.
- c. To edit or update any of this information, click on the “Click here” link above your contact information. The User Profile – Edit page will display (Figure 2.2).

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[User Information](#) | [Email Information](#) | [Points of Contact](#) | [Change Password](#)

User Profile - Edit

Instructions
(M) denotes a mandatory field
 1. Enter mandatory fields
 2. Enter known optional fields
 3. To update User Profile, click **Save**

Changing Profile data will not update previously saved records

(M) First Name: (M) Last Name:

(M) Title:

P.O.Box:

Address:

(M) City:

State/Province: Zip/Postal Code:

Country:

Telephone Number: Ext:

DSN Telephone Number:

(M) Email Address:

Organization Code:

Logo:

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 Friday, 10th February, 2012

Figure 2.2

- d. There are four tabs on the User Profile update page. The first tab contains the most critical User Information. You should ensure that your contact information is accurate, particularly phone and e-mail. Organization Code can be critical to the operation of the Worklist so if your organization uses a consistent set of office codes or team designators then please enter this code here. The Logo selected will appear on any formal PDREP letters that you may generate (not currently used by Originators).
- e. Detailed instructions on maintaining your User Profile are covered in the PDREP User Profiles guide available at the website. Please contact the PDREP Customer Service desk if you need additional assistance.

2.1 POINTS OF CONTACT

Points of Contact are used within the FOP creation by QAR for identifying Government, and Contractor contacts.

- a. Click the “Points of Contact” tab and the Add Point of Contact page (Figure 2.3) displays.

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

[User Information](#) | [Email Information](#) | **Points of Contact** | [Change Password](#)

Add Point of Contact

Instructions

1. To add new Point of Contact, click **Add New POC**
2. Point of Contact (POC) filter instructions
 - a My POCs - only users POCs shown
 - b POCs my Activity - Filters by users activity
 - c All POCs - Filters all activities and cage codes assigned
3. Click **Cancel** to exit this screen

Point of Contact Filter
POCs my Activity ▼

Point of Contact					
User Code	Name	Organization	Contact Type	Edit	Delete
[TPLAN]	MR. VALENTINE	TEST PLAN	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[TPLAN]	POC 2		S	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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Tuesday, 10th April, 2012

Figure 2.3

- b. The table at the bottom of the page will show all current points of contact, including the user code of user who entered the POC record, contact name, the government organization or company of which the person is a member and the contact type (G for Government, C for Contractor or S for Supplier).
- c. The Point of Contact Filter will allow you to filter your POC’s by “My POC’s”; “POC’s my Activity”, and “All POCs.
- d. Any existing Point of Contact can be edited or deleted using the buttons to right of each entry in this table.

Note:

You can only Edit/Delete POC’s that you have entered into the system.

2.2 Add New POC

To add a new contact click the “Add New POC” button and the Add Point of Contact page (Figure 2.4) will display.

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[User Information](#) | [Email Information](#) | [Points of Contact](#) | [Change Password](#)

Add Point of Contact

Instructions
1. Enter mandatory fields
2. Enter known optional fields
3. Enter DODAAC of Gov't POC or CAGE Code of Contractor/Supplier POC
4. Click **Save** to add to list
5. Click **Cancel** to cancel the process

(M) POC Name:

(M) Contact Type:

Activity/Company Name:

DODAAC:

CAGE Code:

Address:

City:

State/Province:

Country:

Zip/Postal Code:

Phone Number:

Fax Number:

(M) Email Address:

Point of Contact					
User Code	Name	Organization	Contact Type	Edit	Delete
[TPLAN]	MR. VALENTINE	TEST PLAN	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[TPLAN]	POC 2		S	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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Figure 2.4

Fields in the Add Point of Contact page are described below.

- a. POC Name (mandatory): Enter the POC Name.
- b. Contact Type (mandatory): Select the contact type from the dropdown list provided. Choose “Government, Contractor or Supply.
- c. If for any reason the company or activity entered does not exist in PDREP or the information is incorrect then you may complete or edit the information manually.
- d. DODAAC: Enter the DODAAC if the contact type is Government, and click “Auto Fill” next to the DODAAC field to automatically complete the activity or company name and

address fields. If for any reason the company or activity entered does not exist in PDREP or the information is incorrect then you may complete or edit the information manually.

- e. CAGE Code: Enter the CAGE if the contact type is Contractor or Supplier, and click “Auto Fill” next to the CAGE field to automatically complete the activity or company name and address fields. If for any reason the company or activity entered does not exist in PDREP or the information is incorrect then you may complete or edit the information manually.
- f. Address, City, State/Province, Country and Zip Code: Enter the address information of contract.
- g. Phone Number/ Fax Number: Enter any phone or fax information
- h. Email Address (mandatory): Enter email address of contact.
- i. Click “Save” to add the new contact or “Cancel” to exit the page without saving.
- j. When you next review or use your POC list the new contact will be included.

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[User Information](#) | [Email Information](#) | [Points of Contact](#) | [Change Password](#)

Add Point of Contact

Instructions
 1. Enter mandatory fields
 2. Enter known optional fields
 3. Enter DODAAC of Gov't POC or CAGE Code of Contractor/Supplier POC
 4. Click **Save** to add to list
 5. Click **Cancel** to cancel the process

(M) POC Name:

(M) Contact Type:

Activity/Company Name:

DODAAC:

CAGE Code:

Address:

City:

State/Province:

Country:

Zip/Postal Code:

Phone Number:

Fax Number:

(M) Email Address:

Point of Contact					
User Code	Name	Organization	Contact Type	Edit	Delete
[TPLAN]	ONE POINTOFCONTACT	COMPANY ONE	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
[TPLAN]	POC 2		S	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Figure 2.5

2.3 Point of Contact List

When using the POC list for the assignment of investigators on the “View Points of Contact” page, the available list of contacts will include every point of contact for any user with the same primary DODAAC. Because PDREP users frequently change work assignments, you may move from one activity to another and when this occurs it is important to review your POC list and to delete points of contact who will not be participating in investigations through your current activity. Contact the PDREP help desk for additional guidance in this area.

3 VIEWING THE WORK LIST

Product Data Reporting and Evaluation Program (PDREP)	
DEFICIENCY MODULES DD-1348 Product Quality Deficiency Report Supply Discrepancy Report	REPORTS Ad-Hoc Report NAVSUP 874 Reports NAVSUP 854 Reports NAVSUP Level 1 Reports Special Reports NASA Reports
DATA ENTRY Contract Award Data Feedback Material Inspection Record Special Quality Data Survey Test	USER REPORTS Contractor Profile DLA Contractor Summary Feedback Status Material Profile MIR L1/SS Quarterly MIR Report PQDR Statistics PQDR Summary SDR Quarterly
DATA LOAD Download Batch Update	NSEP PROGRAMS Corrective Action Request Facility Oversight Plan QALI/LOD
PDREP SEARCH Exhibit Search GIDEP Search PQDR Search SAP Search SDR Search Search UII Search View Records Warranty/SOR Search	OTHER PROGRAMS Ship CSI Program HEDRS Program Level 1/SubSafe Supplier Audit Program ADMIN (Internal) Site Admin (Internal)

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Figure 3.1

- After logging in to PDREP, click “Facility Oversight Plan” (FOP) under “NSEP Programs” toward the lower right portion of the screen (Figure 3.1). The FOP system will automatically direct you to the FOP Worklist screen as shown in Figure 3.2.

FOP Worklist	Create New FOP	FOP Transfer	FOP Search	Report
Facility Oversight Plan Worklist				
Instructions (M) denotes a mandatory field 1. Enter mandatory fields 2. Enter optional fields, if information is known 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar 4. Click Display Worklist button				
(M) CAGE Code: <input type="text"/>		OR (M) User Code: <input type="text"/>		
Preparation Start Date: <input type="text"/> 		End Date: <input type="text"/> 		
<input checked="" type="radio"/> Frequent <input type="radio"/> Infrequent <input type="radio"/> Both		Sort By: <input type="text" value="PREPARATION DATE - ASC"/> 		
<input type="button" value="Display Worklist"/>				

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Figure 3.2

- b. The Worklist settings will default as shown above. Search FOP’s by CAGE Code or User Code to view the related FOPS. You can optionally constrain the result set by Preparation Start and End date; Frequent Contractors or Infrequent Contractors or both. Searching for Frequent Contractors is the default setting.
- c. When you have selected the criteria, click “Display Worklist” to view all FOP’s matching the criteria entered. A sample set of results appears in Figure 3.3.

FOP Worklist Create New FOP FOP Transfer FOP Search Report

Facility Oversight Plan Worklist

Instructions
(M) denotes a mandatory field
 1. Enter mandatory fields
 2. Enter optional fields, if information is known
 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar
 4. Click **Display Worklist** button

(M) CAGE Code: OR (M) User Code:

Preparation Start Date: End Date:

Frequent
 Infrequent
 Both

Sort By: PREPARATION DATE - ASC

Worklist Download: Click [here](#) to download data in Microsoft Excel format
 TOTAL Result count: 9

AWAITING TEAM LEAD APPROVAL

CAGE Code	Company Name	Prep Date	Prepared By	Activity	History	Last Update Date	Draft	Submitted For Review To	Date Submitted	Due	Action
38207	INFLD INC	08/10/2010		S4306A	View	09/19/2012	Y	DRICH1	03/03/2011		Edit
11851	DANIELS MFG CORP	08/18/2010		S4306A	View	08/15/2012	N	DRICH1	03/03/2011		Edit
25857	TRI TECH ELECTRONICS INC	08/18/2010		S4306A	View	03/27/2012	N	DRICH1	03/03/2011		Edit
1CW50	HAMMOND ELECTRONICS INC	12/09/2011		S4306A	View	03/27/2012	N	DRICH1	12/09/2011		Edit
OK250	D AND H ELECTRONICS OF ST AUGUSTINE	08/10/2012		S4306A	View	08/10/2012	N	DRICH1	08/10/2012		Edit

FOPs SUBMITTED TO CUSTOMER FOR COMMENT/REVIEW

CAGE Code	Company Name	Prep Date	Prepared By	Activity	History	Last Update Date	Draft	Reviewed By	Review Date	Date Released To Customer	Due	Action
31ML8	AERO HOSE CORP	08/18/2010		S4306A	View	03/27/2012	N	DRICH1	08/18/2010	08/18/2010	Overdue	Edit

FOP DRAFTS

CAGE Code	Company Name	Prep Date	Prepared By	Activity	History	Last Update Date	Draft	Edit	Delete
1CUR3	GIGLI ENTERPRISES INC	01/11/2012		S4306A	View	01/11/2012	Y	Edit	
61603	HERNON MFG INC	05/01/2012		S4306A	View	05/11/2012	Y	Edit	
46PU2	WBPARTS INC	09/11/2012		S4306A	View	09/11/2012	Y	Edit	

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Figure 3.3

- d. FOPs can be at any of the following process stages:
1. FOPs for six month review due (visible by QAR and Team Leads only).
 1. FOPs awaiting approval by the appropriate Team Leader (visible by the QAR, Team Lead and FOP Reviewer access levels only).
 2. FOPs with the review completed by the Team Leader (visible by the QAR, Team Lead and FOP Reviewer access levels only).
 3. FOPs submitted for comment to the customer (visible to all FOP access levels).
 4. FOPs submitted for comment to the Technical Warrant Holder (visible to all FOP access levels).
 5. FOPs submitted to NAVSEA 04P for comment and concurrence (visible to all FOP access levels).
 6. FOPs with concurrence from NAVSEA 04P (visible to all FOP access levels).
 7. FOP drafts (visible by QAR and Team Leads only).

3.1 THE SEARCH RESULTS

Six Month Review Due Work List:

FOP Number:	The FOP number consists of the CAGE Code, two digit year and 01 or 02 for the FOP issued that year.
Company Name:	The company name associated with the FOP.
Prep Date:	The date when the FOP was created and saved by the originator.
Prepared By:	The name of the QAR who created the FOP.
Activity:	The activity (DODAAC) of the originator of the FOP.
History:	Click the “View” link in this column to open a new window containing correspondence and forwarding history for this FOP.
Last Update Date:	The date the FOP was last saved.
Due:	FOPs due or overdue for the six month review.
Action:	Click the Review link to open the FOP for review.

Awaiting Team Lead Approval Work List

FOP Number:	The FOP number consists of the CAGE Code, two digit year and 01 or 02 for the FOP issued that year.
Company Name:	The company name associated with the FOP.
Prep Date:	The date when the FOP was created and saved by the originator.
Prepared By:	The name of the QAR who created the FOP.
Activity:	The activity (DODAAC) of the originator of the FOP.
History:	Click the “View” link in this column to open a new window containing correspondence and forwarding history for this FOP.
Last Update Date:	The date the FOP was last saved.
Draft:	FOPs that have not been sent for Team Leader review are identified as draft.
Submitted for Review:	Identifies the PDREP User the FOP was sent to for review.
Date Submitted:	The date the FOP was sent for review.
Edit:	Click the link in this column to open the FOP base page for the FOP. This is the page from which editing and forwarding will take place.
Delete:	Click the link in this column to delete the FOP.

Review Completed Work List

FOP Number:	The FOP number consists of the CAGE Code, two digit year and 01 or 02 for the FOP issued that year.
Company Name:	The company name associated with the FOP.
Prep Date:	The date when the FOP was created and saved by the originator.
Prepared By:	The name of the QAR who created the FOP.
Activity:	The activity (DODAAC) of the originator of the FOP.
History:	Click the “View” link in this column to open a new window containing correspondence and forwarding history for this FOP.
Last Update Date:	The date the FOP was last saved.

Draft:	FOPs that have not been sent for Team Leader review are identified as draft.
Reviewed By:	Identifies the PDREP User the FOP was reviewed by prior to sending to the customer.
Reviewed Date:	The date the FOP was reviewed by the Team Leader.
Edit:	Click the link in this column to open the FOP base page for the FOP. This is the page from which editing and forwarding will take place.
Delete:	Click the link in this column to delete the FOP.

FOPs Submitted to Customer for Comment/Review Work List:

FOP Number:	The FOP number consists of the CAGE Code, two digit year and 01 or 02 for the FOP issued that year.
Company Name:	The company name associated with the FOP.
Prep Date:	The date when the FOP was created and saved by the originator.
Prepared By:	The name of the QAR who created the FOP.
Activity:	The activity (DODAAC) of the originator of the FOP.
History:	Click the “View” link in this column to open a new window containing correspondence and forwarding history for this FOP.
Last Update Date:	The date the FOP was last saved.
Draft:	FOPs that have not been sent for Team Leader review are identified as draft.
Reviewed By:	Identifies the PDREP User the FOP was reviewed by prior to sending to the customer.
Reviewed Date:	The date the FOP was sent reviewed by the Team Leader.
Date Released to Customer:	The date the FOP was forwarded to the appropriate customer.
Action:	Click the Edit link in this column to open the FOP base page for the FOP. This is the page from which editing and forwarding will take place.

FOPs Submitted to Technical Warrant Holder for Comment/Review Work List:

FOP Number:	The FOP number consists of the CAGE Code, two digit year and 01 or 02 for the FOP issued that year.
Company Name:	The company name associated with the FOP.
Prep Date:	The date when the FOP was created and saved by the originator.
Prepared By:	The name of the QAR who created the FOP.
Activity:	The activity (DODAAC) of the originator of the FOP.
History:	Click the “View” link in this column to open a new window containing correspondence and forwarding history for this FOP.
Last Update Date:	The date the FOP was last saved.
Draft:	FOPs that have not been sent for Team Leader review are identified as draft.
Reviewed By:	Identifies the PDREP User the FOP was reviewed by prior to sending to the customer.
Reviewed Date:	The date the FOP was sent reviewed by the Team Leader.

Date Released to TWH: The date the FOP was forwarded to the Technical Warrant Holder.
Action: Click the Edit link in this column to open the FOP base page for the FOP. This is the page from which editing and forwarding will take place.

FOPs Submitted to NAVSEA 04P for Review/Concurrence Work List:

FOP Number: The FOP number consists of the CAGE Code, two digit year and 01 or 02 for the FOP issued that year.
Company Name: The company name associated with the FOP.
Prep Date: The date when the FOP was created and saved by the originator.
Prepared By: The name of the QAR who created the FOP.
Activity: The activity (DODAAC) of the originator of the FOP.
History: Click the “View” link in this column to open a new window containing correspondence and forwarding history for this FOP.
Last Update Date: The date the FOP was last saved.
Draft: FOPs that have not been sent for Team Leader review are identified as draft.
Reviewed By: Identifies the PDREP User the FOP was reviewed by prior to sending to the customer.
Reviewed Date: The date the FOP was sent reviewed by the Team Leader.
Date Released to TWH: The date the FOP was forwarded to the Technical Warrant Holder.
Action: Click the Edit link in this column to open the FOP base page for the FOP. This is the page from which editing and forwarding will take place.

FOP Drafts Work List:

FOP Number: The FOP number consists of the CAGE Code, two digit year and 01 or 02 for the FOP issued that year.
Prep Date: The date when the FOP was created and saved by the originator.
Prepared By: The name of the QAR who created the FOP.
Activity: The activity (DODAAC) of the originator of the FOP.
History: Click the “View” link in this column to open a new window containing correspondence and forwarding history for this FOP.
Last Update Date: The date the FOP was last saved.
Draft: FOPs that have not been sent for Team Leader review are identified as draft “Y”.
Edit: Click the link in this column to open the FOP base page for the FOP. This is the page from which editing and forwarding will take place.
Delete: Click the link in this column to delete the FOP.

The work lists can be downloaded into excel by selecting the Worklist Download link (Figure 3.4).

[EOP Worklist](#) | [Create New EOP](#) | [EOP Transfer](#) | [EOP Search](#) | [Report](#)

Facility Oversight Plan Worklist

Instructions
(M) denotes a mandatory field
 1. Enter mandatory fields
 2. Enter optional fields, if information is known
 3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
 4. Click **Display Worklist** button

(M) CAGE Code: OR (M) User Code:
 Preparation Start Date: End Date:
 Frequent
 Infrequent
 Both
 Sort By: PREPARATION DATE - ASC

Worklist Download: Click [here](#) to download data in Microsoft Excel format
 TOTAL Result count: 9

AWAITING TEAM LEAD APPROVAL

CAGE Code	Company Name	Prep Date	Prepared By	Activity	History	Last Update Date	Draft	Submitted For Review To	Date Submitted	Due	Action
38207	WUFLO INC	08/10/2010		54306A	View	09/19/2012	Y	DRJCH1	03/03/2011		Edit
11851	DANIELS MFG CORP	08/18/2010		54306A	View	08/15/2012	N	DRJCH1	03/03/2011		Edit
23857	TRI TECH ELECTRONICS INC	08/18/2010		54306A	View	03/27/2012	N	DRJCH1	03/03/2011		Edit
1CW50	HAMMOND ELECTRONICS INC	12/09/2011		54306A	View	03/27/2012	N	DRJCH1	12/09/2011		Edit
OK250	D AND H ELECTRONICS OF ST AUGUSTINE	08/10/2012		54306A	View	08/10/2012	N	DRJCH1	08/10/2012		Edit

Figure 3.4

4 INITIATING A NEW FOP

When entering the FOP module of PDREP the Work list page displays with five tabs across the top of the page: FOP Worklist; Create New FOP; FOP Transfer; FOP Search; and Report. See Figure 4.1.

Facility Oversight Plan Worklist

Instructions
(M) denotes a mandatory field
1. Enter mandatory fields
2. Enter optional fields, if information is known
3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
4. Click **Display Worklist** button

(M) CAGE Code: OR (M) User Code:
Preparation Start Date: End Date:
 Frequent Infrequent Both
Sort By: PREPARATION DATE - ASC

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.11, Build Date : 09/21/2012
Phone : (207) 438-1690 [Email Technical Support](#)
Thursday, 27th September, 2012

Figure 4.1

- To enter a new FOP, click the tab labeled “Create New FOP”. The Create a New FOP page will display (Figure 4.2).

Facility Oversight Plan

CREATE A NEW FOP

Please enter the CAGE for FOP Creation:

(M) CAGE Code:

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Thursday, 27th September, 2012

Figure 4.2

- Enter the CAGE Code of the Contractor the FOP is being prepared for.

- c. Click the Create New FOP button. The Facility Oversight Plan form displays (Figure 4.3 and Figure 4.4).

EOP Worklist | Create New Fop | FOP T(jntfu) | FOP search

Fadli | Oversight Plan

InSTRUCTIONS
 (IN) denotes mandatory field for 'In Frequent FOP'
 (FM) denotes a mandatory field for 'Frequent FOP'
 1. Enter mandatory fields
 2. Enter Optional Mtds, if information is known
 3. correct format for Date/Time/hrs is MM/00/YYYY or use Calendar
 4. To save the record, click Save
 5. To cancel the process, click Cancel

Save As Draft | Search for Team Lead Review | Cancel

CAGE Code Information

(U) (FM) CAGE Code: 88888

Company name: FIETCUT CO INC
 Street Address: WATERTOWN, MA 02152 US
 City, State, Zip: WATERTOWN, MA 02152 US
 Frt Qtrc.
 Infrt out:nt

(U) (FM) Act Mty: N-5112

Team Code: 6233

Contractor

(IM) (rbl)

--- Ad d P C Li, --- Ad d P OC

CAGE: Add CAGE to LISI

AssOatecl CA* Codes:

Applicable NSEP Programs

(IM) (FM) Select all that applies:

<input type="radio"/> Naval Nuclear Propulsion Program (NNPP)	<input type="radio"/> Navy Propulsion Program (Props)
<input type="radio"/> Level 1/SUBSAFE (LJ/SS, Code 832)	<input type="radio"/> QSUPSHIP - Northrup Grumman (NG)
<input type="radio"/> Deep Submergence Systems Program (OSSP)	<input type="radio"/> QSUPSHIP - Electric Boat (ES)
<input type="radio"/> Nuclear Plant Material (NPM, Code 87)	<input type="radio"/> Fly-by-Wire (FSW)

(IM) (FM) --- ION: @ -ELECT-

(IM) (FM) flarrative: (f-1axiluum 4Cl00 charactr\$)

FSC: Add FSC to List

M

a

Figure 4.3

Products Supplied to the NSEP Program	
(IM) (FM)	Narrative: (Maximum 4000 characters)
	FSC: <input type="text"/> <input type="button" value="Add FSC to List"/>
	FSC(s) Associated with FSCM: <input type="text"/> <input type="button" value="Delete FSC from List"/>
Areas of Concern	
(FM)	Narrative: (Maximum 4000 characters)
Changes in the FSIP since Last Issue	
(FM)	Narrative: (Maximum 4000 characters)
Supplier Audit Processes - In House	
NO SAP RECORDS FOUND FOR THIS CAGE	
Process Surveillance Program	
(IM) (FM)	Process: <input type="text" value="<SELECT>"/> <input type="button" value="Add to List"/>
Product Audits/Inspections As a Result of QDE or Other Concerns	
(FM)	Narrative: (Maximum 4000 characters)
NSEP Program Specific Technical Reviews	
(FM)	Specification: <input type="text" value="<SELECT>"/> <input type="button" value="Add to List"/>
Quality Data Evaluation	
(FM)	Narrative: (Maximum 4000 characters)
Other Information	
	Narrative: (Maximum 4000 characters)
Approval History	
<input type="button" value="Save As Draft"/> <input type="button" value="Cancel"/>	

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.0, Build Date : 05/13/2010
 Phone : (207) 438-1690 [Email Technical Support](#)
 Monday, 13th February, 2012

Figure 4.4

NOTE:

Mandatory fields in the FOP module are marked with (FM) for those contractors identified as Frequent Suppliers, and (IM) for those contractors identified as Infrequent Suppliers. Contact your Team Leader for guidance on determining Frequent vs Infrequent Suppliers.

- d. Components of the FOP page are described below.

8. Frequent/Infrequent - The system defaults to Frequent. If the Contractor is an Infrequent Supplier, click the circle next to Infrequent to change from the default.
9. QAR Representative Information: The Activity, Name, Phone Number, Email Address, and Team Code will default to the information in your user profile, but can be changed if you are entering a FOP on behalf of another QAR (Figure 4.5).

Figure 4.5

10. Contractor: The appropriate Contractor Points of Contact are selected from the POC listings for your organization. When you find the appropriate Contractor Information, click “Add POC to List”. The selected POC will be identified in a box below the selection screen as shown below. Multiple selections can be made by selecting additional POCs and clicking “Add POC to List”.

DODAAC/CAGE	Name	Phone Number	Email Address	Edit	Delete
TPLAN0	ONE POINTOFCONTACT	555-555-5555	POC@CONTACTME.COM	Edit	Delete
TPLAN0	JOE	N/A	JOE@BIGBANG.ABC	Edit	Delete

Figure 4.6

- A. If a POC is not on the listing, a new POC can be added within the FOP input screen. To add a new POC, click “Add New POC”. The Add Point of Contact screen will open, and the new POC information is entered as identified in Section 2.2 of this guideline. Once the new POC information is entered and saved, cancel out of the POC page by clicking “Cancel” until you are returned to the FOP data entry screen. The POC added will be included in the POC selection on the FOP input screen.

Add Point of Contact

Instructions
(M) denotes a mandatory field
1. To add new Point of Contact, click **Add New POC**
2. Enter mandatory fields
3. Enter known optional fields
4. Click **Save** to add to list
5. Click **Cancel** to cancel the process

• Saved Successfully

(M) POC Name:

(M) Contact Type:

Activity/Company Name:

DODAAC:

CAGE Code:

Address:

City:

State/Province:

Country:

Zip/Postal Code:

Phone Number:

Fax Number:

(M) Email Address:

Point of Contact				
Name	Organization	Contact Type	Edit	Delete
MILLIE MOOSE	NAVY UNITED STATES DEPARTMENT OF THE	C	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Figure 4.7

Contractor

(IM)
(FM)

Note: You can only edit your own POCs

DODAAC/CAGE	Name	Phone Number	Email Address	Edit	Delete
01020	COMPANY CONTACT		COMPANYCONTACT@EMAIL.COM	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
01020	COMPANY PRESIDENT		COMPANYPRESIDENT@EMAIL.COM	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
01020	MILLIE MOOSE		MILLIE@NOEMAIL.COM	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Figure 4.8

- A. CAGE: Enter associated CAGE Codes if appropriate or click Lookup. This should be any associated CAGE Codes (multiple locations or facilities) of the Contractor the FOP is being created for.

Figure 4.9

11. Applicable NSEP Programs: Identify the applicable NSEP program the products are produced for by this Contractor. Multiple selections can be made by clicking in the boxes next to the appropriate program.

Figure 4.10

12. Highest Contractually Imposed Quality Assurance Provision: Select from a drop down selection the highest level quality program implemented at the Contractor facility.

Figure 4.11

13. Products Supplied to the NSEP Program: Enter a detailed narrative description of the products supplied by this Contractor.

Figure 4.12

- A. FSC: Enter the FSC Code if known in support of the Products Supplied, and Click Add FSC to List. To add multiple, repeat this for each FSC applicable to this Contractor. To delete an FSC from the listing, select the FSC to delete and Click Delete FSC from List.

The screenshot shows a software interface with three main sections, each with a blue header bar. The first section is titled 'Areas of Concern' and contains a text input field with the label '(FM) Narrative: (Maximum 4000 characters)'. The second section is titled 'Changes in the FSIP since Last Issue' and also contains a text input field with the same label. The third section is titled 'Supplier Audit Processes - In House' and contains a dropdown menu labeled 'Process:' with '<SELECT>' as the current selection, and a button labeled 'Add to List'. Below the dropdown menu, there is a note that reads 'NO SAP RECORDS FOUND FOR THIS CAGE' and 'Process Surveillance Program'.

Figure 4.13

- 14. Areas of Concern: Enter a detailed description of the areas of concern associated with this Contractor. These concerns are based on the outcome of Quality Data Evaluation and customer input and requirements. Refer to the QARI for additional guidance.
- 15. Changes in the FOP since the Last Issue: Enter a description of the changes to the FOP since the original issue of the plan. This may be as a result of subsequent Quality Data Evaluation or a change in the Contractor. Refer to the QARI for additional guidance.
- 16. Supplier Audit Process – In House: At initial creation of the FOP, this field is not editable. When the FOP is saved, the SAP information will be pulled from the SAP module within PDREP for the Contractor.
- 17. Process Surveillance Program: Select the process utilized by the Contractor from the drop down selection and Click Add to List. Once selected, the process will show in the Add FOP Process block (Figure 4.14).
 - A. Select the frequency for the process surveillance from the drop down selection (Daily, Weekly, Monthly, Quarterly, Semi-Annual)
 - B. Click Save Process to add the process to the FOP (Figure 4.15)
 - C. Click Cancel Process Add to cancel the addition of the process to the FOP.
 - D. Add additional processes as appropriate.

The screenshot shows the 'Process Surveillance Program' interface. At the top, there is a header bar with the title 'Process Surveillance Program'. Below the header, on the left, are the labels '(IM)' and '(FM)'. To the right, there is a 'Process:' dropdown menu with 'GAS LEAK' selected and an 'Add to List' button. Below this is a dialog box titled 'Add FSIP Process'. The dialog box has a table with two columns: 'Process(es)' and 'Frequency'. The 'Process(es)' column contains 'GAS LEAK' and the 'Frequency' column contains 'Daily'. Below the table are two buttons: 'Save Process' and 'Cancel Process Add'.

Figure 4.14

The screenshot shows the 'Process Surveillance Program' interface. At the top, there is a header bar with the title 'Process Surveillance Program'. Below the header, on the left, are the labels '(IM)' and '(FM)'. To the right, there is a 'Process:' dropdown menu with 'GAS LEAK' selected and an 'Add to List' button. Below this is a table with three columns: 'Process(es)', 'Frequency', and 'Delete'. The 'Process(es)' column contains 'GAS LEAK', the 'Frequency' column contains 'Daily', and the 'Delete' column contains a 'Delete' button.

Figure 4.15

18. Product Audits/Inspections As a Result of QDE or Other Concerns: Enter the products and characteristics to be inspected during in-process inspections or during final inspections.

19. NSEP Program Specific Technical Reviews: Select the applicable technical review from the drop down selection and Click Add to List (Figure 4.16).

The screenshot shows the 'NSEP Program Specific Technical Reviews' interface. At the top, there is a header bar with the title 'NSEP Program Specific Technical Reviews'. Below the header, on the left, are the labels '(IM)' and '(FM)'. To the right, there is a 'Specification:' dropdown menu with 'MIL-STD-2041 - Military Standard Control of Detrimental Material' selected and an 'Add to List' button.

Figure 4.16

A. Specification: The specification will be shown in a block below the selection with the scheduled date defaulted to the current date (Figure 4.17).

The screenshot shows the 'NSEP Program Specific Technical Reviews' interface. At the top, there is a header bar with the title 'NSEP Program Specific Technical Reviews'. Below the header, on the left, are the labels '(IM)' and '(FM)'. To the right, there is a 'Specification:' dropdown menu with 'MIL-STD-2041 - Military Standard Control of Detrimental Material' selected and an 'Add to List' button. Below this is a dialog box titled 'Add FSIP Specification'. The dialog box has a table with three columns: 'Specification(s)', 'Scheduled Date', and 'Completed Date'. The 'Specification(s)' column contains 'MIL-STD-2041 - Military Standard Control of Detrimental Material', the 'Scheduled Date' column contains '02/14/2012', and the 'Completed Date' column is empty. Below the table are two buttons: 'Save Specification' and 'Cancel Specification Add'.

Figure 4.17

B. Save Specification Button: Click the Save Specification button to finalize the specification (Figure 4.18). For the NSEP Program Technical Reviews, when the specification is selected, a Notes narrative field is provided to identify any notes or information related to the technical reviews.

NSEP Program Specific Technical Reviews			
(FM)	Specification: <SELECT>		Add to List
	Specification(s)	Scheduled Date	Completed Date
	MIL-STD-767 Military Standard Control of Hardware	06/01/2012	
	MIL-P-23199 Packaging for Special Components	05/01/2012	12/21/2012
	BFLAT		
	Notes: (Maximum 2000 characters)		

Figure 4.18

- C. Scheduled and Completed Dates: This date can be modified and a completion date can be included if the review has been completed. In order to save any date entries or modifications, the Save As Draft button must be clicked.
 - D. Delete Button: The specification can be deleted from the FOP by Clicking Delete.
20. Quality Data Evaluation (Figure 4.19): Enter the conclusions drawn from the evaluation of QDE, including trends identified by the data, summary of the Corrective Actions, or other data supporting the performance of the Contractor. If QDE is to be attached to the FOP, reference the attachment within this field.

Quality Data Evaluation	
(FM) Narrative: (Maximum 4000 characters)	
Other Information	
Narrative: (Maximum 4000 characters)	
Approval History	

Figure 4.19

- 21. Other Information (Figure 4.19): Enter additional information pertinent to the FOP, including the location and nature or Quality Assurance Records, QAR staff training requirements, NSEP certification requirements, etc.
- e. Save As Draft: Click to save any changes to the current page without exiting the page.
- f. 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. If you have saved the record, and need to add attachments to the FOP, Click Cancel to return to the Base Page for this saved FOP.

5 UPDATING AND FORWARDING A FOP

The newly created FOP can be either saved at draft status for completion at a later date, or it can be forwarded to the Team Lead for review.

- a. Clicking the Save as Draft button, and then cancelling out of the form will place the FOP at draft status in the worklist (Figure 5.1).

Facility Oversight Plan Worklist

Instructions
 (M) denotes a mandatory field
 1. Enter mandatory fields
 2. Enter optional fields, if information is known
 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar
 4. Click Display Worklist button

(M) CAGE Code: OR (M) User Code:
 Preparation Start Date: End Date:
 Frequent
 Infrequent
 Both
 Sort By: PREPARATION DATE - ASC

Worklist Download: Click [here](#) to download data in Microsoft Excel format
 TOTAL Result count: 9

AWAITING TEAM LEAD APPROVAL

CAGE Code	Company Name	Prep Date	Prepared By	Activity History	Last Update Date	Draft	Submitted For Review To	Date Submitted	Due	Action
38207	PAFLD INC	08/19/2010		S4306A View	09/19/2012	Y	DRICH1	03/03/2011		Edit
11851	DANIELS MFG CORP	08/18/2010		S4306A View	08/15/2012	N	DRICH1	03/03/2011		Edit
25857	TRI TECH ELECTRONICS INC	08/18/2010		S4306A View	03/27/2012	N	DRICH1	03/03/2011		Edit
1CW50	HAMMOND ELECTRONICS INC	12/09/2011		S4306A View	03/27/2012	N	DRICH1	12/09/2011		Edit
0K250	D AND H ELECTRONICS OF ST AUGUSTINE	08/10/2012		S4306A View	08/10/2012	N	DRICH1	08/10/2012		Edit

FOPs SUBMITTED TO CUSTOMER FOR COMMENT/REVIEW

CAGE Code	Company Name	Prep Date	Prepared By	Activity History	Last Update Date	Draft	Reviewed By	Review Date	Date Released To Customer	Due	Action
31ML8	AERO HOSE CORP	08/18/2010		S4306A View	03/27/2012	N	DRICH1	08/18/2010	08/18/2010	Overdue	Edit

FOP DRAFTS

CAGE Code	Company Name	Prep Date	Prepared By	Activity History	Last Update Date	Draft	Edit	Delete
1CUB3	GIGLI ENTERPRISES INC	01/11/2012		S4306A View	01/11/2012	Y	Edit	
61603	HERNON MFG INC	05/01/2012		S4306A View	05/11/2012	Y	Edit	
46PU2	WBPARTS INC	08/11/2012		S4306A View	09/11/2012	Y	Edit	

FDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.11. Build Date : 09/21/2012
 Phone : (207) 438-1590 Email: Technical.Support
 Thursday, 27th September, 2012

Figure 5.1

- b. When the record is saved, a message will display indicating the record has been saved successfully, and a new button will appear labeled “Send for Team Lead Review” (Figure 5.2).

Facility Oversight Plan

Instructions
 (IM) denotes a mandatory field for 'InFrequent' FOP
 (FM) denotes a mandatory field for 'Frequent' FOP
 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
 5. To cancel the process, click Cancel

• Your changes to this record were saved successfully

Figure 5.2

- c. Add any attachments or additional information to the FOP.
- d. When the FOP is ready to send for review, click Send for Team Lead Review button. The FOP Send Message form will display (Figure 5.3).

Figure 5.3

- e. The following steps describe how to send the FOP for review.
 1. The Subject drop-down should default to “Submit FOP for review”.
 2. Select Add Email to TO/CC: The activity will default according to the DODAAC of the FOP originator.
 3. Assure the desired Activity/DODAAC recipient is selected from the “Add Email to TO/CC” drop-down box.

4. Select a specific Email recipient address from the selection box.
5. Click the “Add TO Email” button.
6. Alternatively, the recipients Email address may be typed directly into the “To” field. Click the “Add To Email: To List” button to add the address to the To list.
7. If you wish to add CC addresses then you may do one of two things.
8. Type them into the CC: box and click the “Add CCEmail: CC List” button (this must be done one address at a time). Or
9. Select an address from the email list then click the “Add CC Email” button to add the address to the CC list.
10. Enter any desired message into the Content: box.
11. Click the checkbox next to the “Attach FOP (in PDF format) to attach a copy of the FOP.
12. Click “Cancel” to cancel the action.
13. Click “Send” to complete the forwarding action and release the FOP to the Reviewer.
14. A PDREP Message indicating the message was sent successfully will display (Figure 5.4).

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

PDREP Message	
CAGE Code	71905
Message	FOP Email sent successfully
Continue	

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.11, Build Date : 09/21/2012
 Phone : (207) 438-1690 [Email Technical Support](#)
 Thursday, 4th October, 2012

Figure 5.4

6 FOP BASE PAGE

The FOP Base Page is the primary working page for a FOP after it has been entered into PDREP. Originators may continue to update the information on a FOP even after it has been reviewed and sent to the customer. The base page also provides originators and others with a method of reviewing current FOP data, and sending relevant correspondence.

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

FOP Worklist	Create New FOP	FOP Transfer	FOP Search	Report
QUICK VIEWS View FOP Download FOP (PDF version) History	FOP QAR Data Entry			
ATTACHMENTS View/Upload Files (27)	CAGE Code: 71905 Draft: No QAR Name: Team Lead: Last Action: SEND CORRESPONDENCE TO SUPERVISOR on 10/04/2012			
USER INFORMATION User Profile	QAR Editable and Viewable Fields View/Edit FOP Data View Comments and Recommendations			
	Send Message To Supervisor General			

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.11, Build Date : 09/21/2012
Phone : (207) 438-1690 [Email Technical Support](#)

Figure 6.1

Options available from the FOP base page are described in the sections below:

6.1 View/Edit FOP Data

This link opens the same data entry page that was used to create the FOP and allows the user to add additional information to the record. See Figure 6.2 and Figure 6.3

[FOP Worklist](#) | [Create New FOP](#) | [FOP Transfer](#) | [FOP Search](#) | [Report](#)

Facility Oversight Plan

Instructions
(IM) denotes a mandatory field for 'InFrequent' FOP
(FM) denotes a mandatory field for 'Frequent' FOP
 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**
 5. To cancel the process, click **Cancel**

CAGE Code Information

(IM)
(FM)

CAGE Code: 88888

Company Name: METCUT CO INC
 Street Address:
 City, State, Zip: WATERTOWN, MA 02172 US

Frequent
 Infrequent

Quality Assurance Representative (QAR)

(IM)
(FM)

Activity: N45112

Name: Joe Qar

Phone Number: 999-999-9999

Email Address: joe.qar@navy.mil

Team Code: 6233

Contractor

(IM)
(FM)

CAGE:

Associated CAGE Codes:

Applicable NSEP Programs

(IM)
(FM)

Select all that applies:

<input type="checkbox"/> Naval Nuclear Propulsion Program (NNPP)	<input type="checkbox"/> Navy Propulsion Program (Props)
<input type="checkbox"/> Level I/SUBSAFE (LI/SS, Code 832)	<input type="checkbox"/> SUPSHIP - Northrup Grumman (NG)
<input type="checkbox"/> Deep Submergence Systems Program (DSSP)	<input type="checkbox"/> SUPSHIP - Electric Boat (EB)
<input type="checkbox"/> Nuclear Plant Material (NPM, Code 87)	<input type="checkbox"/> Fly-By-Wire (FBW)

Highest Contractually Imposed Quality Assurance Provision

(IM)
(FM)

Provision: <SELECT>

Products Supplied to the NSEP Program

(IM)
(FM)

Narrative:

(Maximum 4000 characters)

Figure 6.2

6.2 View Comments and Recommendations

This page displays the comments and recommendations that are given as the FOP is routed through the review change. These comments and recommendations are from the Customer, Team Leader, Technical Warrant Holder, and NAVSEA O4P. (See Figure 6.4)

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

[FOP Worklist](#) | [Create New FOP](#) | [FOP Transfer](#) | [FOP Search](#) | [Report](#)

Instructions
(IM) denotes a mandatory field for 'InFrequent' FOP
(FM) denotes a mandatory field for 'Frequent' FOP
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**
5. To cancel the process, click **Cancel**

Facility Oversight Plan

CAGE Code:

Company Name:
Street Address: 5100 BELFIELD AVE
City, State, Zip: PHILADELPHIA, PA 19144-1733 US

Frequent? Yes

Quality Assurance Representative (QAR)

Activity: S4306A
Name: WILLIAM MANNIX
Phone Number: 215-842-0436
Email Address: WILLIAM.MANNIX@DCMA.MIL
Team Code: EXTAF

To view FOP for 71905-201101 [Click here](#)

Review History

NO HISTORY AVAILABLE

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.11, Build Date : 09/21/2012
Phone : (207) 438-1690 [Email Technical Support](#)

Figure 6.4

6.3 Send Message To

The page that displays is nearly identical to the forwarding page previously discussed and the same conventions should be followed. Message types include “Submit FOP for Review”, “Forward FOP to NSEP Customer”, “General Message” and “Follow-up”. The page that results from clicking the Send Message to General link is displayed in Figure 6.5

NOTE

The primary benefit of using the messaging features of PDREP is tracking of correspondence in FOP History. All FOP correspondence generated from within PDREP will be captured in history and therefore provides a comprehensive audit trail.

Home • Feedback • Links • User Profile • PDREP Manuals User Logout

FOP Worklist | Create New FOP | FOP Transfer | FOP Search | Report

Send Message

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

FOP: 71905 - 2011 - 01

This correspondence will be sent to the following recipients

To:

Add Email to TO/CC:

- ADAM E KELINSKY(TWH) - adam.kelinsky@navy.mil
- ADAM L POWARS - adam.powars@navy.mil
- ADAN GARCIA - adan.garcia@dcma.mil
- ADRIENNE A MORGAN - adrienne.morgan@navy.mil
- ADRIENNE N DEFRANK - adrienne.defrank@navy.mil

CC:

Subject:

List of attachments:

- All Attachments
- QDE for FOP.pdf : QDE for FOP
- FSIP71905201101 : FORWARD FSIP TO NSEP CUSTOMER
- Marking MPR.pdf : Marking MPR

To send all attachments select the first option 'All Attachments'.
 To select multiple attachments, press and hold CTRL key and click on attachment name.

Sent By:

Sender's Email:

Content: Correspondence Type: SEND CORRESPONDENCE TO SUPERVISOR

Attach FOP (in PDF format)

Figure 6.5

6.4 Quick Views

The links in the “Quick Views” section of the FOP Base Page provide a way to quickly review the various forms associated with a FOP as described in the sections below.

6.4.1 View FOP

Clicking the View FOP link opens the Facility Oversight Plan (FOP) in a new window (Figure 6.6 and Figure 6.7).

Print Close

Facility Oversight Plan (FOP)

CAGE Code: 5X318
Frequent: N

Company Name: DAUGHTRIDGE SALES CO INC
Street Address: 600 S GRACE ST
City, State, Zip: ROCKY MOUNT, NC 27803-2019

Quality Assurance Representative (QAR)

Name: DAVID L FOGG
Activity: S4306A
Activity Name: DEFENSE CONTRACT MANAGEMENT AGENCY
Address: 700 ROBBINS AVE
 PHILADELPHIA PA 19111
Phone Number: 336-547-4075
Email Address: DAVID.FOGG@DCMAMIL
Team Code: EXTAD

CONTRACTOR

DODAAC/CAGE	Name	Phone Number	Email Address
5X318	SCOTT JOSEPH	800-334-9720	SCOTTJ@DASCOSALES.COM

Associated CAGE Codes:

APPLICABLE NSEP PROGRAMS

Naval Nuclear Propulsion Program (NNPP) Navy Propulsion Program (Props)
 Level I/SUBSAFE (LI/SS, Code 832) SUPSHIP - Northrup Grumman (NG)
 Deep Submergence Systems Program (DSSP) SUPSHIP - Electric Boat (EB)
 Nuclear Plant Material (NPM, Code 87) Fly-By-Wire (FBW)

HIGHEST CONTRACTUALLY IMPOSED QUALITY ASSURANCE PROVISION

Provision: 01 - 52.246-2 - Standard Form 32

PRODUCTS SUPPLIED TO THE NSEP PROGRAM

Narrative: DAUGHTRIDGE SALES IS A DISTRIBUTOR FOR WIKA PRESSURE GAGES.
FSC(s) Associated with FSCM:

AREAS OF CONCERN

Narrative: 31 AUG 2012: 8 LOTS OF GAGES HAVE BEEN PROVIDED FOR INSPECTION AND ACCEPTAN DEFICIENCIES NOTED. NO AREAS OF CONCERN AT THIS TIME. DAUGHTRIDGE IS A NEW C THEY HAVE PROVIDED 1 LOT OF GAGES FOR I&A, NO AREAS OF CONCERN.

CHANGES IN THE FOP SINCE LAST ISSUE

Narrative: 31 AUG 2012: NO CHANGES TO THE FOP AT THIS TIME DAUGHTRIDGE IS A NEW CONTRAC

MATERIAL INSPECTION REPORT (3 Years)

MIR #	Quantity		Inspection Date
	Received	Rejected	
N4523A-10040C14	4	4	04/06/2010
N4523A-10056C09	4	4	06/22/2010
N42158-10324C07	3	0	11/26/2010
N42158-11290C05	12	0	02/09/2012
N00104-12177803	29	0	06/25/2012
N00104-12178803	28	0	06/26/2012

SUPPLIER AUDIT PROCESSES (SAP) - IN HOUSE (3 Years)

NO SAP RECORDS FOUND FOR THIS CAGE

Figure 6.6

SURVEY DATA (3 Years)			
Serial Number	Contract Number	FSC	Completion Date
SS111A-110331	N0010411QBK04	03/01/2011	9999

PRODUCT QUALITY DEFICIENCY REPORT (3 Years)									
RCN	Preparation Date	Category	Status	Critical	Contract #	Qty Received	Qty Deficient	Defect Responsibility	Closed Date
N42158-105119	2010-11-30 00:00:00.0	2	REPORT CONSIDERED TO BE AN ISOLATED INCIDENT	N	SPM4A610V86	3	3	UNKNOWN	12/17/2010
FA4530-110159	2011-11-17 00:00:00.0	2	CLOSED SCREENING POINT NOT IN PDREP	N	SPM4A611VD1	1	1	UNKNOWN	03/05/2012
FA4530-110165	2011-12-01 00:00:00.0	2	CLOSED SCREENING POINT NOT IN PDREP	N	SPM4A611VD1	1	1	UNKNOWN	03/05/2012
W62G2W-10410	2012-06-29 00:00:00.0	2	INVESTIGATION CONDUCTED WITH EXHIBIT		SPM4A610V63	13	13	UNKNOWN	08/10/2012

PROCESS SURVEILLANCE PROGRAM	
Process(es)	Frequency
15 - CONTROL OF OQE & MATERIAL TRACEABILITY	Quarterly
16 - PACKAGING AND PRESERVATION	Quarterly
17 - FINAL /SHIP OUT INSPECTION	Quarterly
26 - VISUAL INSPECTION	Quarterly
40 - CUSTOMER CONTRACT/PURCHASE ORDER CONTROL	Quarterly

PRODUCT AUDITS/INSPECTIONS AS A RESULT OF QDE OR OTHER CONCERNS	
Narrative	31 AUG 2012: DAUGHTRIDGES SALES HAVE PROVIDED 8 LOTS OF GAGES FOR INSPECTION ACCEPTANCE. NO DEFICIENCIES NOTED. DAUGHTRIDGE SALE IS A NEW CONTRACTOR. DAUGHTRIDGE HAS PROVIDED 1 LOT OF GAGES FOR I&A. NO DEFICIENCIES NOTED.

PROGRAM SPECIFIC TECHNICAL REVIEWS		
Specification	Scheduled Date	Completed Date
MIL-STD-2073 - Standard Practice for Military Packaging	11/08/2011	11/08/2011

Notes

QUALITY DATA EVALUATION	
Narrative	31 AUG 2012: DATA ANALYSIS FOR PERIOD 1 MAR 2012 THRU 31 AUG 2012. THE RESULTS, POSTED IN PDREP, THERE WERE NO CORRECTIVE ACTION REQUESTS AND NO PQDR'S ISSUED THIS PERIOD. DATA ANALYSIS FOR PERIOD OF AUGUST 1 TO OCTOBER 31, 2011. THE RESULTS, POSTED IN PDREP, THERE WERE 0 CORRECTIVE ACTION REQUEST ISSUED AND 0 PQDR'S ISSUED.

OTHER INFORMATION	
Narrative	PRODUCT EXAMINATION: PRODUCT EXAMINATION IS PERFORMED IN ACCORDANCE WITH REQUIREMENTS, REQUIRED (MANDATORY) INSPECTIONS, AS WELL AS ANY INSPECTIONS A RESULT OF QDE, ARE IDENTIFIED DURING CONTRACT REVIEW AND PLANNING. A CHECK INDICATING REQUIRED INSPECTION, APPLICABLE SAMPLE SIZE AND DATE COMPLETED, MAINTAINED IN THE CONTRACT FILE. THE RESULTS OF ALL PRODUCT EXAMINATIONS ARE DOCUMENTED ON 1711'S. THE 1711 IDENTIFIES THE CHARACTERISTICS SELECTED AND USED FOR PRODUCT EXAMINATION. COMPLETED 1711'S ARE MAINTAINED IN THE CONTRACT FILE. IN ADDITION TO THE SURVEILLANCE TASKS LISTED ABOVE, ALL APPLICABLE MANDATORY INSPECTIONS ARE ACCOMPLISHED IAW THE NSEO QARI AND ANY ADDITIONAL QALIS/LODS. NSEO MISCELLANEOUS CONTRACT RECORDS ARE KEPT IN FILE CABINET MARKED NSEO CONTRACTS BY CONTRACTOR. CONTRACTOR FILES ARE KEPT IN QAR CUBICLE. ALL ELECTRONIC FILES ARE BACKED UP WEEKLY. THESE RECORDS ARE SAVED FOR 6.3 YEARS.

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version: 5.0.11, Build Date: 09/21/2012
 Phone: (207) 438-1690, Email: Technical_Support

Figure 6.7

This page provides the information for the Contractor that is contained within the PDREP system (including performance data) and the information entered by the QAR. Also displayed is the following information.

- a. Material Inspection Reports (MIRs) – a three year view listing of receipt inspection activity, by Report number, Quantity Received, Quantity Rejected, and Inspection Date. Note this listing includes all receipt inspections performed for the Contractor CAGE, regardless of the inspecting activity.
- b. Supplier Audit Program (SAP) – a three year view listing the completed and pending audits for the Contractor CAGE, by Audit Number, DCMA Participated, Corrective

Action Completed, Date Audited, Process, Process Audit Date, and Audit Results. Note this listing includes all audits associated with the CAGE, regardless of the auditing organization.

- c. Surveys – a three year view listing the completed surveys for the Contractor CAGE, by Survey Number, Contract Number, FSC and Survey completion date.
- d. Product Quality Deficiency Reports (PQDRs)– a three year view listing the PQDRs associated with the Contractor CAGE, by Report control Number (RCN), Category, Critical Safety Item identification, Quantity Received, Quantity Deficient, and Closed Date. Note that the PQDRs included are all associated with the CAGE, regardless of the final disposition of responsibility or cause.
- e. The individual records included on the View can be selected and a view of the record in PDREP is returned. This feature allows the user to view the specific records included within the FOP.

6.4.2 Download FOP (PDF version)

This displays the FOP in a new window in PDF format so the user can save or print the FOP.

6.4.3 History

This displays a comprehensive history of all forwarding actions and correspondence to date for the subject FOP. The text of all e-mail messages will display on the History page.

6.5 Attachments

Files of various types that support the FOP be attached to a FOP in PDREP.

6.5.1 View/Upload Files

Click this link to see any files that have been attached to the PQDR to date. The number of currently attached files will appear in parentheses. To attach new files, click the “View/Upload Files” link and then click “Add Attachments” and follow the instructions on the page. The maximum file size for any single attachment is 10 megabytes.

6.6 User Information

6.6.1 User Profile

The “User Profile” link here will redirect you to the same page as the “User Profile” link at the top of most PDREP pages and is placed here as a convenience.

7 FOP REVIEW ACTIONS

On receipt of a new FOP, the Team Leader will look up the FOP on the Worklist (Figure 7.1) and click Edit/Review for the subject FOP.

Home • Feedback • Links • User Profile • PDREP Manuals User: [Logout](#)

FOP Worklist | [Create New FOP](#) | [FOP Transfer](#) | [FOP Search](#) | [Report](#)

Facility Oversight Plan Worklist

Instructions
(M) denotes a mandatory field
 1. Enter mandatory fields
 2. Enter optional fields, if information is known
 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar
 4. Click **Display Worklist** button

(M) CAGE Code: OR (M) User Code:

Preparation Start Date: End Date:

Frequent
 Infrequent
 Both

Sort By:

Worklist Download: Click [here](#) to download data in Microsoft Excel format
 TOTAL Result count: 13

AWAITING TEAM LEAD APPROVAL

CAGE Code	Company Name	Prep Date	Prepared By	Activity	History	Last Update Date	Draft	Submitted For Review To	Date Submitted	Due	Action
5X318	DAUGHTRIDGE SALES CO INC	10/08/2011	DAVID L FOGG	E4306A	View	10/03/2012	N	RWATS1	10/03/2012		Edit

FOPs SUBMITTED TO CUSTOMER FOR COMMENT/REVIEW

CAGE Code	Company Name	Prep Date	Prepared By	Activity	History	Last Update Date	Draft	Reviewed By	Review Date	Date Released To Customer	Due	Action
62592	TDY INDUSTRIES LLC	08/06/2010	DAVID L FOGG	E4306A	View	03/02/2012	N	RWATS1	08/23/2010	08/23/2010	Overdue	Edit
11524	FLANDERS FILTERS INC	08/06/2010	DAVID L FOGG	E4306A	View	10/03/2012	N	RWATS1	10/03/2012	10/03/2012		Edit
97592	PNEUMAFIL CORP	08/06/2010	DAVID L FOGG	E4306A	View	03/20/2012	N	RWATS1	08/23/2010	08/23/2010	Overdue	Edit
5T163	CONTAINER PRODUCTS CORP	08/06/2010	DAVID L FOGG	E4306A	View	10/03/2012	N	RWATS1	08/23/2010	08/23/2010	Overdue	Edit
59180	IMO INDUSTRIES INC	08/06/2010	DAVID L FOGG	E4306A	View	03/02/2012	N	RWATS1	08/23/2010	08/23/2010	Overdue	Edit
1EF75	FLANDERS CSC CORP	11/16/2010	DAVID L FOGG	E4306A	View	08/02/2012	N	RWATS1	08/02/2012	08/02/2012		Edit
1MTL0	INDUSTRIAL AIR SOLUTIONS INC	07/16/2010	DAVID L FOGG	E4306A	View	07/17/2012	N	RWATS1	07/17/2012	07/17/2012		Edit
64381	APLIX INC	11/16/2010	DAVID L FOGG	E4306A	View	03/27/2012	N	RWATS1	10/19/2011	10/19/2011	Overdue	Edit
95802	AIR SYSTEM COMPONENTS INC	06/03/2011	DAVID L FOGG	E4306A	View	07/17/2012	N	RWATS1	07/17/2012	07/17/2012		Edit

FOP DRAFTS

CAGE Code	Company Name	Prep Date	Prepared By	Activity	History	Last Update Date	Draft	Edit	Delete
42AV2	READY MAT INDUSTRIES	08/30/2010	DAVID L FOGG	E4306A	View	03/09/2012	Y	Edit	
8Y435	INDUSTRIAL ALLOYS INC	05/17/2012	DAVID L FOGG	E4306A	View	05/17/2012	Y	Edit	
90129	COOPER CROUSE HINDS LLC	01/03/2012	DAVID L FOGG	E4306A	View	10/04/2012	Y	Edit	

PDREP NAVSEALOGGENDET PORTSMOUTH, NH. Version: 5.0.11, Build Date: 09/21/2012
 Phone: (207) 438-1690, [Email Technical Support](#)

Figure 7.1

- Click the Save button 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.
- Click the Approve and Archive button to save all changes to the current page and approve the FOP with the information contained in the entry page. A confirmation message will display indicating the record was saved successfully and has been marked "Reviewed". A new button selection will appear allowing the Team Leader to Archive the FOP and Send to the appropriate NSEP Customer.

- c. Click the Cancel button 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.
- d. The Team Lead can modify the data within the FOP, or can identify those changes required to the QAR for their action.

7.1 FOP FORWARDING TO CUSTOMER ACTIONS

When the FOP is complete, and the Team Leader has clicked the Approve and Archive button, the record is archived and the button changes to “Send to NSEP Customer” (Figure 7.4).

The screenshot shows a web-based form titled "Facility Oversight Plan" with several sections:

- Instructions:** A list of steps for data entry, including mandatory fields (IM) and frequent fields (FM), and instructions on date formatting and saving/canceling.
- CAGE Code Information:** Fields for CAGE Code (71905), Company Name, Street Address, and City, State, Zip. Radio buttons for "Frequent" (selected) and "Infrequent".
- Quality Assurance Representative (QAR):** Fields for Activity (N45112), Name, Phone Number, Email Address, and Team Code (ND733).
- Contractor:** A dropdown menu with options like "10001-T J MAXX - NAVAL ORDNANCE SYSTEMS COMMAND". Below it are "Add POC to List" and "Add New POC" buttons.
- POC Table:** A table with columns: DODAAC/CAGE, Name, Phone Number, Email Address, Edit, and Delete. It contains three rows of data for T J MAXX.
- Associated CAGE Codes:** A field for CAGE code, "Lookup CAGE", "Add CAGE to List", and "Delete CAGE from List" buttons.
- Applicable NSEP Programs:** A section with a "Select all that applies:" label.

Figure 7.2

If the FOP is not sent to the NSEP Customer at this point, it will be moved to the Team Lead Review Completed table (Figure 7.5) where it can be forwarded it at a later date.

[FOP Worklist](#) | [Create New FOP](#) | [FOP Transfer](#) | [FOP Search](#) | [Report](#)

Facility Oversight Plan Worklist

Instructions
(M) denotes a mandatory field
 1. Enter mandatory fields
 2. Enter optional fields, if information is known
 3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
 4. Click **Display Worklist** button

(M) CAGE Code: OR (M) User Code:
 Preparation Start Date: End Date:
 Frequent Infrequent Both
 Sort By: PREPARATION DATE - ASC

Worklist Download: Click [here](#) to download data in Microsoft Excel format
 TOTAL Result count: 9

AWAITING TEAM LEAD APPROVAL

CAGE Code	Company Name	Prep Date	Prepared By	Activity History	Last Update Date	Draft	Submitted For Review To	Date Submitted	Due	Action
38Z07	NUFLO INC	08/10/2010		S4306A View	09/19/2012	Y	DRICH1	03/03/2011		Edit
11851	DANIELS MFG CORP	08/18/2010		S4306A View	08/15/2012	N	DRICH1	03/03/2011		Edit
25857	TRI TECH ELECTRONICS INC	08/18/2010		S4306A View	03/27/2012	N	DRICH1	03/03/2011		Edit
1CW50	HAMMOND ELECTRONICS INC	12/09/2011		S4306A View	03/27/2012	N	DRICH1	12/09/2011		Edit
0K050	D AND H ELECTRONICS OF ST AUGUSTINE	08/10/2012		S4306A View	08/10/2012	N	DRICH1	08/10/2012		Edit

FOPs SUBMITTED TO CUSTOMER FOR COMMENT/REVIEW

CAGE Code	Company Name	Prep Date	Prepared By	Activity History	Last Update Date	Draft	Reviewed By	Review Date	Date Released To Customer	Due	Action
31ML8	AERO HOSE CORP	08/18/2011		S4306A View	03/27/2012	N	DRICH1	08/18/2010	08/18/2010	Overdue	Edit

FOP DRAFTS

CAGE Code	Company Name	Prep Date	Prepared By	Activity History	Last Update Date	Draft	Edit	Delete
1CJ83	GIGLI ENTERPRISES INC	01/11/2012		S4306A View	01/11/2012	Y	Edit	
61603	HERNON MFG INC	05/01/2012		S4306A View	05/11/2012	Y	Edit	
46PU2	WBPARTS INC	09/11/2012		S4306A View	09/11/2012	Y	Edit	

Figure 7.3

7.2 Send to NSEP Customer

After the Approve and Archive button has been clicked and the FOP is ready to send to the appropriate NSEP Customer, the steps below describe the forwarding process. After the FOP has been forwarded to the Customer, it is moved from the “Awaiting Team Lead Approval” section of the Worklist to the “Team Lead Review Completed” section.

- a. From the FOP form (Figure 7.4), click the Send to NSEP Customer button.
- b. The FOP Send Message form displays (Figure 7.6).

Home • Feedback • Links • User Profile • PDREP Manuals User Logout

FOP Worklist | Create New FOP | FOP Transfer | FOP Search | Reports

Send Message

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

FOP 71905-2011-01

This correspondence will be sent to the following recipients

To:

Add Email to TO/CC: <SELECT>

- ADAM E KELINSKY(TWH) - adam.kelinsky@navy.mil
- ADAM L POWARS - adam.powars@navy.mil
- ADAN GARCIA - adan.garcia@doma.mil
- ADRIENNE A MORGAN - adrienne.morgan@navy.mil
- ADRIENNE N DEFRANK - adrienne.defrank@navy.mil

CC:

Subject: SEND CORRESPONDENCE TO SUPERVISOR

List of attachments:

- All Attachments
- QDE for FOP.pdf : QDE for FOP
- FSIP71905201101 :
- Marking MPR.pdf : Marking MPR

To send all attachments select the first option: All Attachments.
To select multiple attachments, press and hold CTRL key and click on attachment name.

Sent By:

Sender's Email:

Content: Correspondence Type: SEND CORRESPONDENCE TO SUPERVISOR

Attach FOP (in PDF format)

Figure 7.4

- c. Select Add Email to TO/CC: Select the appropriate NSEP Customer Activity from the drop down selection. The screen will refresh and a list of users for the selected activity will display. Select the appropriate individual from this list and Click Add to Email.
- d. If you wish to add CC addresses then you may either type them into the CC: box and click "Add CC" (this must be done one address at a time). A default listing of CC: emails has been provided for the FOP at the time the record is forwarded to the customer. Recipients can be removed from the listing by selecting the email address and Click Delete.

- e. Once you have chosen your recipients, enter any desired message into the Content: box.
- f. Click “Send” to complete the forwarding action and release the FOP to the Customer.
- g. Click “Cancel” to cancel this action.
- h. A confirmation message will display indicating the record was sent successfully.

8 SIX MONTH REVIEW

FOPs are reviewed at six months to provide updated information concerning the contractor oversight plan. A FOP record that is due for review will be automatically cloned, and a new serial number will be created for it. The FOP number is available for editing, but will automatically default to the correct value. The FOP is updated with the appropriate information and the record can be saved as a draft or the action canceled. When the updated FOP is saved, the QAR can forward the record to the Team Lead in the same manner as the original FOP.

FOPs requiring a six month review are identified on the Six Month Review Due Work list.

- a. To review the FOP click “Review” for the FOP to be reviewed. The base page for the FOP will be returned.

FOP Worklist Create New FOP FOP Transfer FOP Search Report	
QUICK VIEWS View FOP Download FOP (PDF version) History	FOP QAR Data Entry CAGE Code: 71905 Draft: No QAR Name: Team Lead: Last Action: SEND CORRESPONDENCE TO SUPERVISOR on 10/04/2012
ATTACHMENTS View/Upload Files (27)	QAR Editable and Viewable Fields View/Edit FOP Data View Comments and Recommendations
USER INFORMATION User Profile	Send Message To Supervisor General
<hr/> PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.11, Build Date : 09/21/2012 Phone : (207) 438-1690 Email Technical Support	

Figure 8.1

- b. Records that are due for review will be automatically cloned and a new serial number assigned. If the review is done at the six month time frame the serial number will be changed to “02” at the end of the serial number. If the review is done in the following calendar year, the serial number will be updated to the current year.
- c. Once the review is complete, the record is saved and processed in the same manner as the original FOP.

9 CUSTOMER REVIEW AND COMMENT

Once the FOP is forwarded from the Team Lead to the customer, an email will be sent notifying the user that a FOP is ready for review and comment. The FOP record will appear on the Customer Work list (Figure 9.1).

Instructions
(M) denotes a mandatory field
 1. Enter mandatory fields
 2. Enter optional fields, if information is known
 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar
 4. Click Display Worklist button

(M) CAGE Code: OR (M) User Code:
 Preparation Start Date: End Date:
 Frequent
 Infrequent
 Both
 Sort By: PREPARATION DATE - ASC
 Display Worklist

Worklist Download: Click [here](#) to download data in Microsoft Excel format
 TOTAL Result count: 9

AWAITING TEAM LEAD APPROVAL

CAGE Code	Company Name	Prep Date	Prepared By	Activity History	Last Update Date	Draft	Submitted For Review To	Date Submitted	Due	Action
38207	WAFLO INC	08/10/2010		S4306A View	09/19/2012	Y	DRJCH1	03/03/2011		Edit
11851	DANIELS MFG CORP	08/18/2010		S4306A View	08/15/2012	N	DRJCH1	03/03/2011		Edit
25857	TRI TECH ELECTRONICS INC	08/18/2010		S4306A View	03/27/2012	N	DRJCH1	03/03/2011		Edit
1CW50	HAMMOND ELECTRONICS INC	12/09/2011		S4306A View	03/27/2012	N	DRJCH1	12/09/2011		Edit
OK250	D AND H ELECTRONICS OF ST AUGUSTINE	08/10/2012		S4306A View	08/10/2012	N	DRJCH1	08/10/2012		Edit

FOPs SUBMITTED TO CUSTOMER FOR COMMENT/REVIEW

CAGE Code	Company Name	Prep Date	Prepared By	Activity History	Last Update Date	Draft	Reviewed By	Review Date	Date Released To Customer	Due	Action
31ML8	AERO HOSE CORP	08/18/2010		S4306A View	03/27/2012	N	DRJCH1	08/18/2010	08/18/2010	Overdue	Edit

FOP DRAFTS

CAGE Code	Company Name	Prep Date	Prepared By	Activity History	Last Update Date	Draft	Edit	Delete
1CU83	GIGLI ENTERPRISES INC	01/11/2012		S4306A View	01/11/2012	Y	Edit	
61603	HERNON MFG INC	05/01/2012		S4306A View	05/11/2012	Y	Edit	
46P12	WBPARTS INC	09/11/2012		S4306A View	09/11/2012	Y	Edit	

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.11, Build Date : 09/21/2012
 Phone : (207) 438-1690 Email Technical Support

Figure 9.1

- To view and comment on the FOP, click “Review” for the corresponding FOP to be reviewed. This will open the Contracting Quality Office Review and Recommendation page (Figure 9.2).

1. Save: Click to save any changes to the current page without exiting the page.
 2. Save and Send to TWH Customer: Click here to save the comments to the FOP and forward the FOP to the TWH. Selection of this link will auto-populate the recipient with the central TWH mailbox (ships.csi@navy.mil).
 3. Save and Exit: Click to save any changes to the current page and exit the page
 4. 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.
- d. After reviewing the information provided by the QAR and Team Lead, comments can be entered in the Reviews and Recommendations block. Once saved, the comments cannot be changed. Additional comments can be added and will be shown in the Previous Reviews section.

NOTE:

If the customer wishes to add attachments to the FOP for the QAR or Team Lead to use in their plan, they should be added prior to entering comments or after the comments have been saved. Comments will not be saved if the user selects the “To add/view” attachments Click here. Attachments can also be “added/viewed” by selecting the View attachments from the base page menu.

- e. Once all comments have been added, the Customer forwards the FOP to the Technical Warrant Holder for their review and comment.
- f. Cancelling out of the Contracting Quality Office Review and Recommendation form or clicking the Save and Exit button will direct the user to the Contracting Quality Office Data Entry form (Figure 9.3).

9.1 FOP Contracting Quality Office Data Entry Base Page

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

FOP Worklist	FOP Search	Report
QUICK VIEWS View FOP Download FOP (PDF version) History	Contracting Quality Office Data Entry CAGE Code: 71905 Draft: No QAR Name: Team Lead: Last Action: FORWARD FSIP TO NSEP CUSTOMER AND ARCHIVE on 10/19/2012	
ATTACHMENTS View/Upload Files (0)	Editable Fields Review FOP Data	
USER INFORMATION User Profile	Send Message To Supervisor General	

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.0, Build Date : 05/13/2010
Phone : (207) 438-1690 [Email Technical Support](#)

Figure 9.3

At the Customer Review level, the FOP Base Page provides the features described below.

9.1.1 Review FOP Data

This link opens the data entry page for the Customer to enter comments on the FOP. See Figure 9.2

9.1.2 Send Message To

These links provide the ability to send a message to the appropriate recipient, and is similar to forwarding functions. The Send Message to Supervisor will automatically populate the email to the associated Team Lead, and additional recipients can be added. The Send Message to General does not identify a recipient for the email and must be identified by the user.

NOTE

The primary benefit of using the messaging features of PDREP is tracking of correspondence in FOP History. All FOP correspondence generated from within PDREP will be captured in history and therefore provides a comprehensive audit trail.

9.1.3 Additional Base Page Features

These include the links on the left under Quick Views, Attachments, and User Information. The functionality is described fully in Section 6.

- a. The FOP is forwarded by clicking the “Save and Send to TWH” button. The FOP Send Message page will display (Figure 10.2).

Figure 10.2

- b. The Send To recipient is automatically populated with the TWH mailbox (ships.csi@navy.mil). This email address is the central mailbox for the FOP routing through the Technical Warrant Holder community.
- c. If you wish to add CC addresses then you may either type them into the CC: box and click “Add CC” (this must be done one address at a time).
- d. Once you have chosen your recipients, enter any desired message into the Content: box.
- e. Click “Send” to complete the forwarding action and release the FOP to the TWH. Click “Cancel” to cancel this action.
- f. A confirmation message will display indicating the record was sent successfully.

10.1 Technical Warrant Holder Review and Comment

Once the FOP is forwarded from the Customer to the Technical Warrant Holder mailbox an email will be sent notifying that a FOP is ready for review and comment. The FOP record will appear on the Technical Warrant Holder Work list (Figure 10.3).

CAGE Code	Company Name	Prep Date	Prepared By	Activity	History	Last Update Date	Draft	Reviewed By	Review Date	Date Released To Customer	Due	Action
71905	DERBYSHIRE MACHINE AND TOOL CO INC	03/08/2010	JULIA MARTIN	N45112	View	10/19/2012	N	ASULP	10/19/2012	10/19/2012		Review

Figure 10.3

- a. To view and comment on the FOP, click “Review” for the corresponding FOP to be reviewed. This will open the Technical Warrant Holder Review and Recommendation page (Figure 10.4).

Figure 10.4

- b. The FOP data can be reviewed from this page by selecting the Click here to review the FOP (see Figure 10.4). This will open the FISP in a new window (Figure 10.5); however viewing the FOP from this link will not provide links into a view page for the PDREP data associated with the supplier.
- c. Close the browser window to exit this screen.

- d. At both the top and bottom of the Technical Warrant Holder Review and Recommendation page will be four buttons labeled “Save”, “Save and Send to TWH”, “Save and Exit” and “Cancel”.
 - 1. Save: Click to save any changes to the current page without exiting the page.
 - 2. Save and Send to SEA04P: Click here to save the comments to the FOP and forward the FOP to NAVSEA 04P. Selection of this link will auto-populate the recipient with the SEA04P recipient for FOP reviews.
 - 3. Save and Exit: Click to save any changes to the current page and exit the page
 - 4. 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.
- e. Comments provided by the Customer will be shown within the Previous Reviews section of the page, and will identify the User ID who entered the comments and the date they were entered.
- f. After reviewing the information provided by the QAR and Team Lead, comments can be entered in the Reviews and Recommendations block. Once saved, the comments cannot be changed. Additional comments can be added and will be shown in the Previous Reviews section.

NOTE:

If the customer wishes to add attachments to the FOP for the QAR or Team Lead to use in their plan, they should be added prior to entering comments or after the comments have been saved. Comments will not be saved if the user selects the To add/view attachments Click here. Attachments can also be added/viewed by selecting the View attachments from the base page menu.

- g. Once all comments have been added, the TWH forwards the FOP to NAVSEA 04P for their review and comment.
- h. Clicking the Cancel button will return the user to the FOP Technical Warrant Holder Data Entry Page (Figure 10.6).

FSIP Worklist	FSIP Search	Report
QUICK VIEWS View FSIP Download FSIP (PDF version) History	FSIP Technical Warrant Holder Data Entry	
ATTACHMENTS View/Upload Files (0)	FSIP: 02QP9200901 Draft: No QAR Name: QAR FSIP Team Lead: Last Action: COMMENTS ADDED BY CUSTOMER on 01/23/2012	
USER INFORMATION User Profile	<p style="text-align: center;"> Editable Fields Review FSIP Data </p> <p style="text-align: center;"> Send Message To Team Lead General </p>	

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 Phone : (207) 438-1690 [Email Technical Support](#)
 Thursday, 8th March, 2012

Figure 10.5

10.2 FOP Technical Warrant Holder Data Entry Base Page Features

At the Technical Warrant Holder level, the FOP Base Page provides the features described below.

10.2.1 Review FOP Data

This link opens the entry page for the Customer to enter comments on the FOP.

10.2.2 Send Message To

These links provide the ability to send a message to the appropriate recipient, and is similar to forwarding functions. The Send Message to Supervisor will automatically populate the email to the associated Team Lead, and additional recipients can be added. The Send Message to General does not identify a recipient for the email and must be identified by the user.

NOTE:

The primary benefit of using the messaging features of PDREP is tracking of correspondence in FOP History. All FOP correspondence generated from within PDREP will be captured in history and therefore provides a comprehensive audit trail.

10.2.3 Additional Base Page Features

These include the links on the left under Quick Views, Attachments, and User Information. The functionality is described fully in Section 6.

11 FOP FORWARDING TO NAVSEA 04P ACTIONS

When the FOP review is complete, the record is forwarded to the NAVSEA 04P for their review and information.

- a. The FOP is forwarded by clicking the “Save and Send to SEA04P” button (Figure 10.4). The FOP Send Message page will display as shown in Figure 11.1.

The screenshot shows a web application interface for sending a message. At the top, there are navigation links: FOP Worklist, Create New FOP, FOP Transfer, FOP Search, and Report. The main heading is "Send Message".

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

FOP: 71905 - 2011 - 01

Buttons: Send, Cancel

This correspondence will be sent to the following recipients

To: [Empty field] Add To Email: To List

Add Email to TO/CC: (SELECT)

- ADAM E KELINSKY(TWH) - adam.kelinsky@navy.mil
- ADAM L POWARS - adam.powars@navy.mil
- ADAN GARCIA - adan.garcia@dcma.mil
- ADRIENNE A MORGAN - adrienne.morgan@navy.mil
- ADRIENNE N DEFRANK - adrienne.defrank@navy.mil

Buttons: Add TO Email, Add CC Email

CC: [Empty field] Add CC Email: CC List

Subject: SEND CORRESPONDENCE TO SUPERVISOR

List of attachments:

- All Attachments
- QDE for FOP.pdf : QDE for FOP
- FSIP71905201101 :
- Marking MPR.pdf : Marking MPR

To send all attachments select the first option: All Attachments.
To select multiple attachments, press and hold CTRL key and click on attachment name.

Sent By: [Empty field]

Sender's Email: [Empty field]

Content: Correspondence Type: SEND CORRESPONDENCE TO SUPERVISOR

Attach FOP (in PDF format)

Buttons: Send, Cancel

Footer: PDREP NAVSEA LOGCEN DET PORTSMOUTH, NH. Version: 5.0.11, Build Date: 09/21/2012
Phone: (207) 438-1690 Email: Technical Support

Figure 11.1

- b. The Send To recipient is automatically populated with the NAVSEA04P representative.
- c. The associated QAR is automatically placed on copy for the email. If you wish to add CC addresses then you may either type them into the CC: box and click “Add CC” (this must be done one address at a time).

- d. Once you have chosen your recipients, enter any desired message into the Content: box.
- e. Click “Send” to complete the forwarding action and release the FOP to SEA04P. Click “Cancel” to cancel this action.
- f. A confirmation message will display indicating the record was sent successfully.

11.1 NAVSEA 04P Review, Comment and Concurrence

Once the FOP is forwarded from the Technical Warrant Holder mailbox to NAVSEA 04P, an email will be sent notifying that a FOP is ready for review and comment. The FOP record will appear on the NAVSEA04P Work List (Figure 11.2).

The screenshot shows the 'Facility Oversight Plan Worklist' interface. At the top, there are tabs for 'FOP Worklist', 'FOP Search', and 'Report'. Below the tabs, there are instructions for using the search filters. The search filters include: (M) CAGE Code (71905), OR (M) User Code, Preparation Start Date, End Date, and Sort By (PREPARATION DATE - ASC). There are radio buttons for 'Frequent', 'Infrequent', and 'Both'. A 'Display Worklist' button is located below the filters. Below the button, there is a link for 'Worklist Download' and a 'TOTAL Result count: 1'. At the bottom, there is a table titled 'FOPs SUBMITTED TO CUSTOMER FOR COMMENT/REVIEW' with columns: CAGE Code, Company Name, Prep Date, Prepared By, Activity, History, Last Update Date, Draft, Reviewed By, Review Date, Date Released To Customer, Due, and Action. The table contains one row with the following data: 71905, DERBYSHIRE MACHINE AND TOOL CO INC, 03/08/2010, JULIA MARTIN, N45112, View, 10/19/2012, N, ASULP, 10/19/2012, 10/19/2012, Review.

CAGE Code	Company Name	Prep Date	Prepared By	Activity	History	Last Update Date	Draft	Reviewed By	Review Date	Date Released To Customer	Due	Action
71905	DERBYSHIRE MACHINE AND TOOL CO INC	03/08/2010	JULIA MARTIN	N45112	View	10/19/2012	N	ASULP	10/19/2012	10/19/2012		Review

Figure 11.2

- a. To view and comment on the FOP, click “Review” for the corresponding FOP to be reviewed. This will open the NAVSEA 04P Review and Recommendation Page (Figure 11.3).
- b. The FOP data can be reviewed from this page by selecting the Click here to review the FOP. This will open the FISP in a new window; however viewing the FOP from this link will not provide links into a view page for the PDREP data associated with the supplier.
- c. At both the top and bottom of the review entry page you will find four buttons labeled “Save”, “Save and Send to Team Lead” “Save and Exit” and “Cancel”.

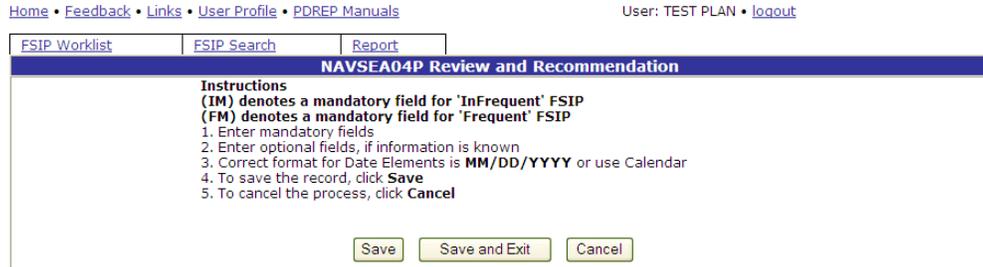


Figure 11.3

1. **Save:** Click to save any changes to the current page without exiting the page.
 2. **Save and Send to Team Lead:** Click here to save the comments to the FOP and forward the FOP to the associated Team Lead. This selection is used when the FOP review is complete and NAVSEA 04P concurs with the FOP content.
 3. **Save and Exit:** Click to save any changes to the current page and exit the page.
 4. **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.
- d. Comments provided by the Customer and Technical Warrant Holders will be shown within the Previous Reviews section of the page, and will identify the User ID who entered the comments and the date they were entered.
 - e. After reviewing the information provided by the QAR and Team Lead, as well as the comments provided by the Customer and TWHs, comments can be entered in the Reviews and Recommendations block. Once saved, the comments cannot be changed. Additional comments can be added and will be shown in the Previous Reviews section.

NOTE:

If NAVSEA 04P wishes to add attachments to the FOP for the QAR or Team Lead to use in their plan, they should be added prior to entering comments or after the comments have been saved. Comments will not be saved if the user selects the To add/view attachments Click here. Attachments can also be added/viewed by selecting the View attachments from the base page menu.

After review and comments have been resolved, and NAVSEA 04P agrees with the FOP as provided, concurrence is identified by clicking the NAVSEA 04P Concurrence block. At this point, the FOP is Saved and sent to the Team Lead. Once the concurrence block is checked, the record is moved to the NAVSEA 04P Reviewed/Concurred Work List.

11.2 NAVSEA 04P Base Page

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

FSIP Worklist	FSIP Search	Report
-------------------------------	-----------------------------	------------------------

QUICK VIEWS
[View FSIP](#)
[Download FSIP \(PDF version\)](#)
[History](#)

ATTACHMENTS
[View/Upload Files \(2\)](#)

USER INFORMATION
[User Profile](#)

NAVSEA04P Data Entry
FSIP: 15187201001
Draft: No
QAR Name: QAR FSIP
Team Lead: TEAM LEAD FSIP
Last Action: COMMENTS ADDED BY NAVSEA 04P on 04/22/2011

Editable Fields
[Review FSIP Data](#)

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

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Phone : (207) 438-1690 [Email Technical Support](#)
Thursday, 8th March, 2012

Figure 11.4

11.2.1 NAVSEA04P Data Entry

- Review FOP Data: This link opens the entry page for the Customer to enter comments on the FOP. Clicking the “Review FOP Data” link will display the NAVSEA 04P Review and Recommendation page (Figure 11.3).
- Send Message To: These links provide the ability to send a message to the appropriate recipient, and is similar to forwarding functions. The Send Message to Supervisor will automatically populate the email to the associated Team Lead, and additional recipients can be added. The Send Message to General does not identify a recipient for the email and must be identified by the user. The messaging process should be used to resolve questions concerning the FOP content prior to concurrence of the FOP.

NOTE:

The primary benefit of using the messaging features of PDREP is tracking of correspondence in FOP History. All FOP correspondence generated from within PDREP will be captured in history and therefore provides a comprehensive audit trail.

11.2.2 Additional Base Page Features

These include the links on the left under Quick Views, Attachments, and User Information. The functionality is described fully in Section 6.

12 FOP FORWARDING TO TEAM LEAD ACTIONS

When the FOP review is complete and NAVSEA 04P concurs with the FOP content, the record is forwarded to the Team Lead.

- a. The FOP is forwarded by clicking the “Save and Send to Team Lead” button. The FOP Send Message page will display (Figure 12.1).

Send Message

Instructions
(M) denotes a mandatory field

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

FOP:71905-2011-01

Send Cancel

This correspondence will be sent to the following recipients

To: Add To Email To List

Add Email to TO/CC: <SELECT>

- ADAM E KELINSKY(TWH) - adam.kelinsky@navy.mil
- ADAM L POWARS - adam.powars@navy.mil
- ADAN GARCIA - adan.garcia@doma.mil
- ADRIENNE A MORGAN - adrienne.morgan@navy.mil
- ADRIENNE N DEFRANK - adrienne.defrank@navy.mil

Add TO Email Add CC Email

CC: Add CC Email/CC List

Subject: SEND CORRESPONDENCE TO SUPERVISOR

List of attachments:

- All Attachments
- QDE for FOP.pdf - QDE for FOP
- FSIP71905201101
- Marking MPR.pdf - Marking MPR

To send all attachments select the first option: All Attachments.
To select multiple attachments, press and hold CTRL key and click on attachment name.

Sent By:

Sender's Email:

Content: Correspondence Type: SEND CORRESPONDENCE TO SUPERVISOR

Attach FOP (in PDF format)

Send Cancel

PDREP/NAVSEA/LOGCEN/DET PORTSMOUTH, NH, Version: 5.0.11, Build Date: 09/21/2012
Phone : /207/438-1690 Email Technical Support

Figure 12.1

- b. The Send To recipient is automatically populated with the associated Team Lead.
- c. The associated QAR is automatically placed on copy for the email. If you wish to add CC addresses then you may either type them into the CC: box and click “Add CC” (this must be done one address at a time).
- d. Once you have chosen your recipients, enter any desired message into the “Content” box.
- e. Click “Send” to complete the forwarding action and release the FOP to the Team Lead. Click “Cancel” to cancel this action.
- f. A confirmation message will display indicating the record was sent successfully.

13 FOP REPORTS

The FOP Reports tab allows users to create lists of FOPs based on user defined criteria.

- a. To access the FOP Reports, click on the Report tab. The FOP Report page will be returned as shown below.

The screenshot shows the 'Facility Oversight Plan Report' form. At the top, there are navigation links: Home, Feedback, Links, User Profile, PDREP Manuals, User, and logout. Below these are three tabs: FOP Worklist, FOP Search, and Report (which is selected). The form title is 'Facility Oversight Plan Report'. It includes an 'Instructions' section with four numbered steps. The form fields are: (M) Preparation Start Date (10/22/2009), End Date (10/22/2012), CAGE Code, QAR User Code, Year, Team Code, Location (dropdown menu set to -ALL-), Team Lead Code, and Sort By (dropdown menu set to PREPARATION DATE - ASC). There are two columns of checkboxes for Program Type: Naval Nuclear Propulsion Program (NNPP), Level I/SUBSAFE (LI/SS, Code 832), Deep Submergence Systems Program (DSSP), Nuclear Plant Material (NPM, Code 87), Navy Propulsion Program (Props), SUPSHIP - Northrup Grumman (NG), SUPSHIP - Electric Boat (EB), and Fly-By-Wire (FBW). There are also radio buttons for Supplier Type (Frequent, Infrequent, Both) and Report Type (Basic, Unreviewed by TWH and Customer(s)). A 'Run Report' button is located at the bottom center of the form.

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Figure 13.1

- b. Inputs to the FOP Report page are described below.
 1. Preparation Start and End Dates: The dates default to the current date minus three years, and can be changed by the user but must be included in the report selection.
 2. CAGE Code: Used to restrict the report to FOPs where the CAGE Code entered on the FOP matches the one entered here.
 3. QAR User Code: Used to restrict the report to FOPs where the QAR User Code associated with the FOP matched the one entered here.
 4. Year: Used to restrict the report to FOPs created in the same year as the one entered here.
 5. Team Code: Used to restrict the report to FOPs where the Team Code of the QAR is the same as the one entered here.
 6. Location: Used to restrict the report to the current location of the FOP within the creation or review cycle as the location entered here.

7. Sort By: The report results will display in ascending order by Preparation Date by default but can be sorted by any of the criteria on this dropdown list.
 8. Program Type: Used to restrict the report to those programs selected here. Selection of multiple programs will return FOPs with any of the selected programs identified. No selection will return all program type FOPs.
 9. Type: Used to restrict the report to those FOPs where the company type is that selected. Frequent suppliers is the default selection, but can be changed to Infrequent suppliers or both, which will include both frequent and infrequent suppliers.
- c. Report Result fields are described below.
1. FOP Num: This is the serial number for any FOP matching the selection criteria.
 2. Company Name: This is the name of the company for any FOP matching the selection criteria.
 3. Issue Date: This is the preparation date for any FOP matching the selection criteria.
 4. Prepared By: This is the QAR name for any FOP matching the selection criteria.
 5. Activity: This is the DODAAC of the FOP creator for any FOP matching the selection criteria.
 6. Team Lead: This is the name of the associated Team Lead for any FOP matching the selection criteria.
 7. Program Type(s): This is the program types for any FOP matching the selection criteria.
 8. Current Location: This is the current location within the FOP review process for any FOP matching the selection criteria.
 9. Last Update Date: This is the most recent entry recorded in PDREP for any FOP matching the selection criteria.
 10. Due: This is the date the FOP requires a six month review for any FOP matching the selection criteria.
 11. Last Action: This is the most recent action that occurred with the record for any FOP matching the selection criteria.
- d. The results of any report can be downloaded directly to Microsoft Excel using the link at the top of the results page. This allows the user to perform additional sorting, filtering or other analytical functions on the report results.

14 FACILITY OVERSIGHT SEARCH TAB

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

[FOP Worklist](#) **FOP Search** [Report](#)

FOP Search

Instructions
(M) denotes a mandatory field
1. Enter at least the CAGE Code of the FOP Control Number to search
2. Or enter the name or partial name of the company to search
3. Click **Search** button

(M) FOP Control Number:

OR (M) Company Name:

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- a. The user is to enter either FOP Control Number (CAGE) to find company.
- b. Or the user can enter Company name to search for specific company.

15 SUMMARY

This concludes the FOP processing instructions for the origination and management of Facility Oversight Plans associated with NSEP Contractors. The PDREP Customer Service Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

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