



**Screening Point
Army Master Screener
Product Quality Deficiency Report
(PQDR) Processing
In
Product Data Reporting and
Evaluation Program (PDREP)**

**User Guide
07 Aug 2012**

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FOREWORD

The Master Screener is responsible for the clarity and completeness of the PQDR. The Master Screener and Screening Point (if assigned) reviews the PQDR for proper categorization, validity, and correctness of data provided by the Originator. The Screener then forwards the PQDR to the proper Action Officer, maintains an audit trail for each PQDR, reviews the closing response from the Action Officer, and resolves differences with the Action Officer. To complete the PQDR process the Master Screener closes the PQDR.

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

REFERENCES:

- a. DLAI 4155.24
- b. SECNAVINST 4855.3B
- c. SECNAVINST 4855.5A
- d. DoDD 5000.2
- e. NAVSO P3683
- f. AR 702-7
- g. AF(I) 21-115

INTRODUCTION

This document is intended to assist Army Screening Point personnel in the processing of Product Quality Deficiency Reports (PQDR) in PDREP.

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

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

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

Online in the PDREP Application

If you're already a PDREP User, log on to PDREP: <https://www.pdrep.csd.disa.mil/>

Click on the Feedback link at the top of the home page. The Customer Service Request (Feedback) form will open. Instructions for completion are located at the top of the form.

Customer Support Desk

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

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

Mailing Address

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor

Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

1 LOGGING ON TO PDREP

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

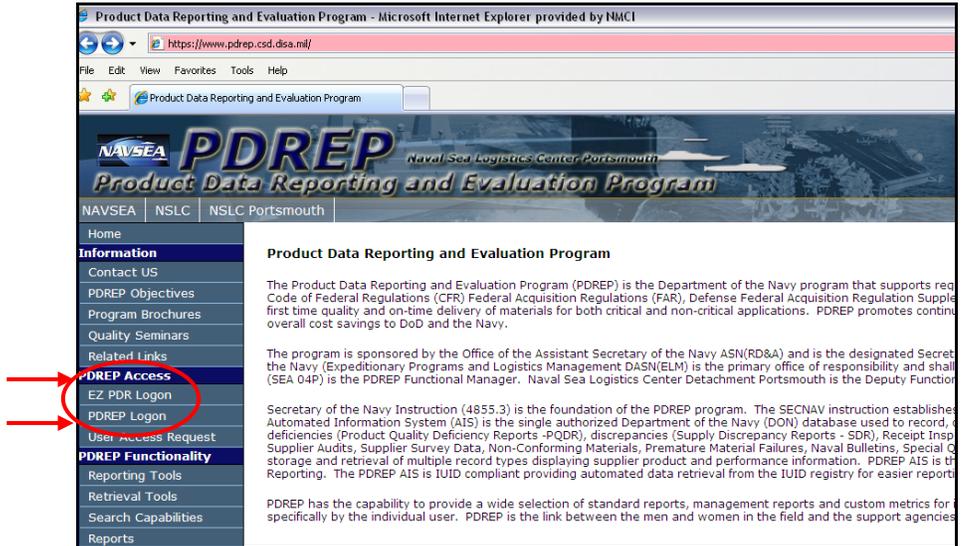


Figure 1.1

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

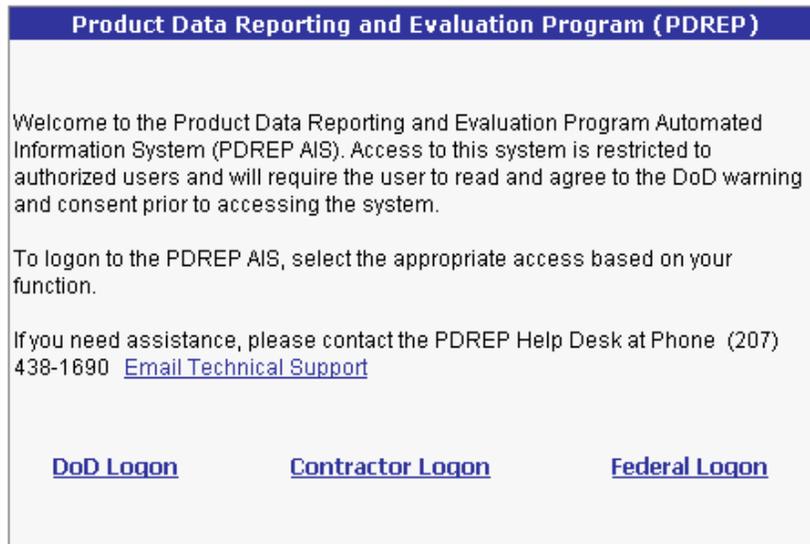


Figure 1.2

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

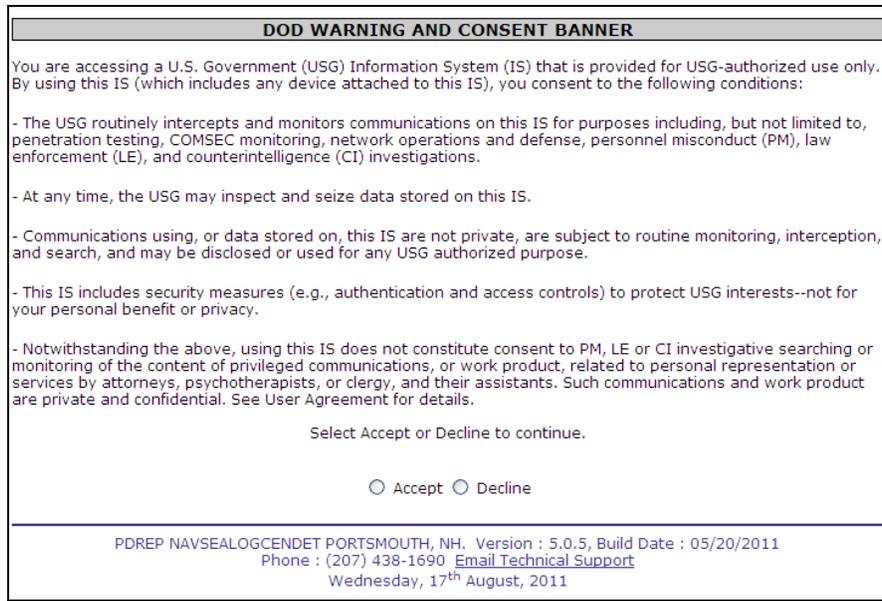


Figure 1.3

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

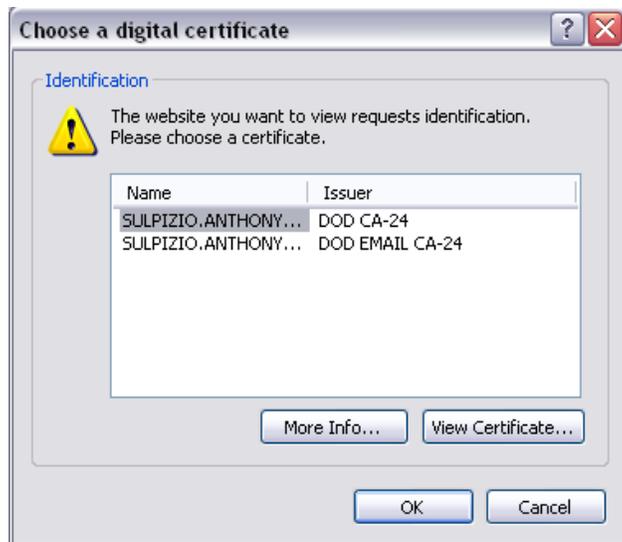
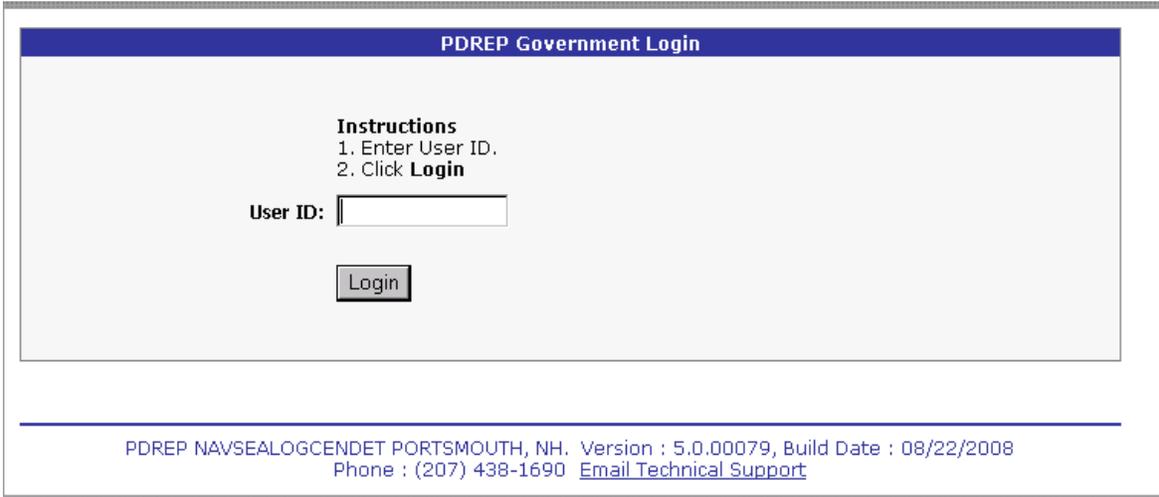


Figure 1.4

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

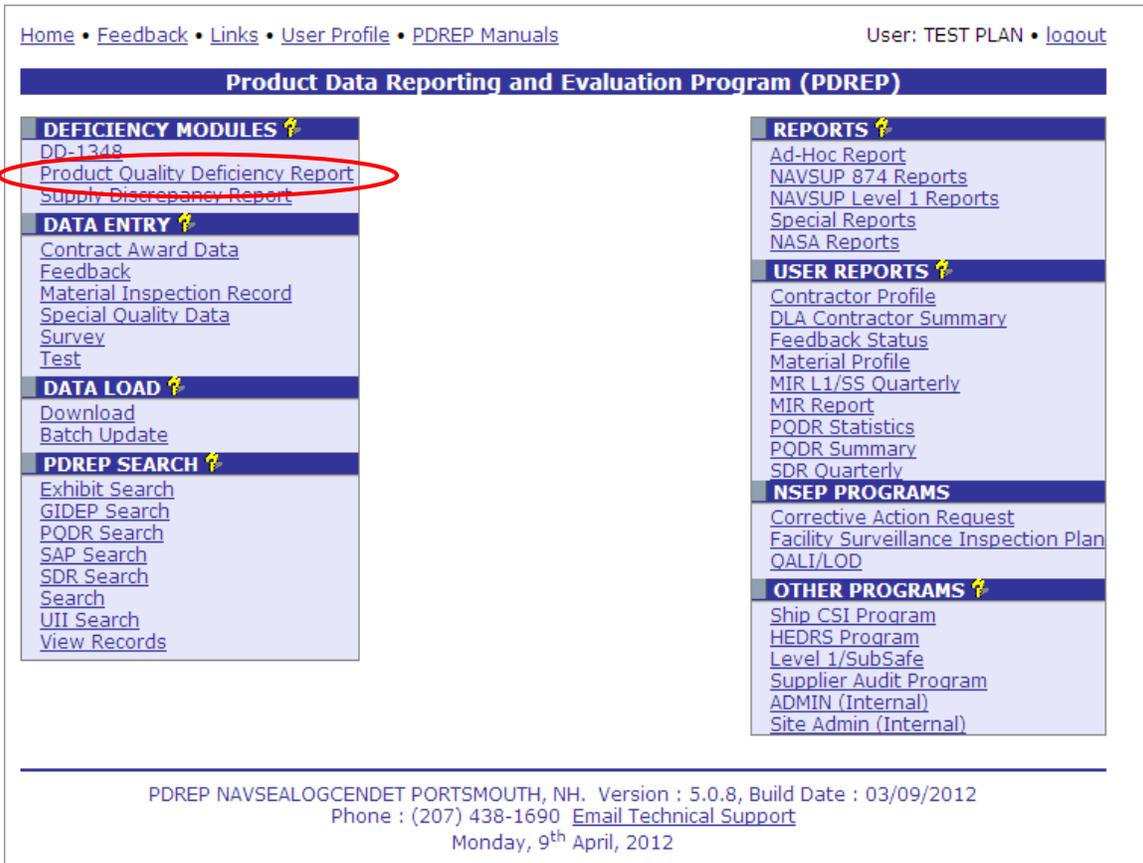
- h. In the PDREP Government Login screen that follows (Figure 1.5), enter your User ID and click the Login button.



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

Figure 1.5

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



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

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

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

Figure 1.6

2 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 work lists 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 2.2 shows the User Profile – View display.

User: TEST PLAN • [logout](#)

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

Print Cancel

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 2.3).

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

[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:

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

3 VIEWING THE WORKLIST

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

- a. Click the “Product Quality Deficiency Report” link under “Deficiency Modules” toward the upper left portion of the screen. The PQDR Worklist will display (Figure 3.1).

Home • Feedback • Links • User Profile • PDREP Manuals User: REBECCA PATTON • logout

PQDR Worklist Create New PQDR PQDR Search PQDR Clone PQDR Analysis Tool Preview EZPQDR Entry

PQDR Worklist

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

Show Worklist For: ARMY MASTER SCREENER Status: CURRENT WORKLIST

From Date: 05/07/2009 To Date: 05/07/2012

DODAAC: W81D19 User Code: RPATT

Sort: RECEIVED DATE - ASC Organization Code:

Display Worklist

Figure 3.1

- b. The Worklist settings will default as shown above, with the Activity set to your primary DoDAAC and the User Code set to your PDREP user ID. Under “Show Worklist For”, select SCREENING POINT from the drop-down list. If you want to see only PQDRs currently assigned directly to you, click “Display Worklist” now. If you want to see all PQDRs assigned to your activity (DoDAAC) then you may remove your User Code.
- c. The “Status” setting of CURRENT WORKLIST will return only PQDRs currently assigned to the Screening Point activity or individual for action. Other available statuses include:
 1. ALL: Returns all PQDRs assigned to the designated activity and/or user code for investigation, whether the investigation is active or already completed and whether the PQDR is open or closed.
 2. OPEN: Returns all PQDRs assigned to the designated activity and/or user code for investigation, whether the investigation is active or already completed but where the PQDR has not yet been closed by the Screening Point. This includes PQDRs forwarded to a Support Point but not yet returned.
 3. CLOSED: Returns all PQDRs previously assigned to the designated activity and/or user code for investigation but where the PQDR has been closed by the Screening Point.
- d. The date range for the Worklist defaults to the present date minus three years but can be changed if needed. The Worklist can also be sorted by a variety of criteria but defaults to listing PQDRs in ascending order by the date on which the PQDR was first entered into PDREP.

- e. The Worklist can also be run for a specific team by entering the designator (Organization Code) for that team. The results will include any PQDR currently assigned to a PDREP user for action whose user profile contains the exact Organization Code specified in the search.
- f. When you have selected the criteria, click “Display Worklist” to view all PQDRs matching the criteria entered. A sample set of results appears in (Figure 3.2).

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

PQDR Worklist | [Create New PQDR](#) | [PQDR Search](#) | [PQDR Clone](#) | [PQDR Analysis Tool](#) | [Preview EZPQDR Entry](#)

PQDR Worklist

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

Show Worklist For: Status:

From Date: To Date:

DODAAC: User Code:

Sort: Organization Code:

Result count: 16
 Worklist Download: [Click here](#) to download data in Microsoft Excel format

CAT	Received	History & Corresp.	RCN	SF-368	CAGE	CSI	NSN	Nomenclature	Contact/Phone	Last Action	Status	Overdue	Delete
II	17-SEP-10	View	N45112-10-5966	SF-368		NO	9999	MISCELLANEOUS ITEM	BRADLEY S ROOT 207-438-6548	ACTION POINT FROM SCREENING POINT	ACTIVE		
II	30-SEP-10	View	W81D19-10-1240	SF-368		NO	9999	MISCELLANEOUS ITEM	BRADLEY S ROOT 207-438-6548	SCREENING POINT FROM ACTION POINT	ACTIVE		Delete
II	06-JAN-11	View	W15GK8-10-3939	SF-368		NO	5925	CIRCUIT BREAKERS	SCOTT(B) TORR 207-438-6471	SCREENING POINT FROM ORIGINATOR	ACTIVE		
								CIRCUIT	SCOTT(B) TORR	SCREENING			

Figure 3.2

- g. The search results include the following fields.
 1. Category: The category (I or II) of the PQDR. Category I PQDRs will be identified in red.
 2. Received: The date when the PQDR was forwarded to the Action Point level.
 3. History & Correspondence: Click the “View” link in this column to open a new window containing correspondence and forwarding history for this PQDR.
 4. Report Control Number (RCN): Click the RCN in this column to open the Action Point page for the PQDR. This is the page from which most Screening Point tasks will be performed.
 5. SF-368: Click the link in this column to view the Standard Form 368 for the subject RCN in a new window.
 6. Commercial and Government Entity (CAGE): The CAGE code of the contractor to

whom the deficiency is attributed will appear here if one has been supplied. Clicking on the CAGE code in this column will redirect you to the NIIN/Contract Search page and allow you to search for other PQDRs attributed to this CAGE code (which will be filled in automatically on the search page) or by other criteria.

7. Critical Safety Item (CSI): Indicates whether the item reported deficient has been identified as a CSI. Investigations of CSI items should be expedited according to the policies of the investigating activities.
8. National Stock Number (NSN): The NSN for the item reported deficient. The NSN may have as many as four separate components:
 - A. COG: (Optional) Two-character Cognizance Symbol of the deficient item. When used, the COG identifies the inventory manager for the deficient item.
 - B. FSC: (Required) Four-digit Federal Supply Class of the deficient item.
 - C. NIIN: (Optional) Nine-digit National Item Identification Number of the deficient item.
 - D. SMIC: (Optional) Two-character Special Material Identification Code for the deficient item. When used, the SMIC identifies items requiring stricter controls to ensure technical integrity (e.g. Navy Nuclear).

Note

Click any component of the NSN to go to the NIIN/Contract Search page with the selected NIIN component pre-filled. This page searches for PQDRs based on any combination of NSN components, CAGE, contract or requisition number and dates.

9. Nomenclature: Item description associated with the NIIN.
10. Contact/Phone: The name and telephone number (if provided) of the point of contact who forwarded the PQDR to the current Worklist level.
11. Last Action: Displays the last forwarding, release or closure action performed on the PQDR.
12. Status: Displays the current PQDR status.
13. Overdue: This value is based on the "Show Worklist For" level selected. For the Action Point level, this displays the relationship between the current date and the Action Point Suspense Date. A negative number, e.g. -30 indicates the number of days remaining until the current suspense expires. A positive number, e.g. 10 indicates the number of days since the current suspense expired. A blank in this column indicates either that no suspense date has been set or that the current suspense expires today.

4 PQDR RECEIPT VIA EZPQDR

Master Screeners have access to the functions in PDREP which allow the creation of new PQDRs based on submittals from the EZPQDR system. EZPQDR is a system which allows individuals without PDREP access to submit a new proposed PQDR based on the completion of a small number of mandatory fields in the EZPQDR form.

After origination of the PQDR through the EZPQDR system, the Master Screener would review the submission and either accepts or reject the PQDR submittal. The submitter (Originator) will receive an e-mail notification of the action taken.

The Master Screener would take the following steps to process an EZPQDR.

- a. Preview the EZPQDR Entry - After logging in to PDREP and entering the PQDR module, the right-most tab on the page where the worklist criteria displays is labeled “Preview EZPQDR Entry”. Click this tab and the PQDR – Preview PQDR page will display (Figure 4.1).

The screenshot shows a web application interface for previewing PQDRs. At the top, there is a navigation bar with several tabs: 'PQDR Worklist', 'Create New PQDR', 'PQDR Search', 'PQDR Clone', 'PQDR Analysis Tool', and 'Preview EZPQDR Entry'. The 'Preview EZPQDR Entry' tab is currently selected. Below the navigation bar, the main content area has a blue header that reads 'PQDR - Preview PQDR'. Underneath the header, there is a section titled 'Instructions' which states '(M) denotes a mandatory field' and provides two steps: '1. Click on the Display Records from EZPQDR button to display list' and '2. Click on the RCN link to preview the unreleased PQDR'. Below the instructions, there are two dropdown menus. The first is labeled '(M) Screening Point Activity:' and currently shows '-ALL-'. The second is labeled 'Sort:' and currently shows 'RCN'. At the bottom of the form area, there is a prominent button labeled 'Display Records from EZPQDR'.

Figure 4.1

- b. From the Screening Point Activity list, select your Activity or choose -ALL-.

Note:

The Preview EZPQDR tab will not be visible to Activities not displayed in this list.

- c. After selecting the activity, click “Display Records from EZPQDR”. The screen pictured in Figure 4.2 shows a sample set of results.

PQDR Worklist	Create New PQDR	PQDR Search	PQDR Clone	PQDR Analysis Tool	Preview EZPQDR Entry
-------------------------------	---------------------------------	-----------------------------	----------------------------	------------------------------------	--------------------------------------

PQDR - Preview PQDR

Instructions
(M) denotes a mandatory field
 1. Click on the **Display Records from EZPQDR** button to display list
 2. Click on the **RCN** link to preview the unreleased PQDR

(M) Screening Point Activity:

Sort:

Result count: 8

CAT	RCN	Received	NSN	Contract No.	Requisition No.
II	FA3030-12-0003	04/25/2012	9999	N45924RYCE111	
II	FA3030-12-0011	04/26/2012	9140	N4592412W0426NR00	FU44170426NORM
II	FA3030-12-0012	04/26/2012	9140	N4592412W0426NR00	
II	FU4417-12-0026	04/22/2012	9999		
II	FU4417-12-0027	04/22/2012	1220914001408		
II	FU4417-12-0045	04/24/2012	9140	N45924NRBV5210424	
II	FU4417-12-0067	04/30/2012	9999	CLS042712C005	
II	N00383-12-0005	05/01/2012	9999	N0018915CFS13	W56HZV12342345

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.8, Build Date : 03/09/2012
 Phone : (207) 438-1690 [Email Technical Support](#)
 Thursday, 3rd May, 2012

Figure 4.2

- d. Click any RCN on the list to review and accept or reject that PQDR.
- e. The Review PQDR page displays (Figure 4.3) which allows the Screening Point to review, change, accept or reject the PQDR.

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

Preview PQDR

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. To accept the PQDR, click **Accept this PQDR**
 5. To reject the PQDR, click **Reject (Delete) PQDR**
 6. To cancel the process, click **Cancel**

Last Used RCN by TPLAN for Activity FA3030 : None found
 Last Used RCN for Activity FA3030 : None found

(M) **Category:** CAT I CAT II

Sub-Category:

(M) **Report Control Number:** - -

(M) **Date**
05/03/2012

(M) 1a. **From**
SYSCOM:

DODAAC: FA3030
Activity Name: FA3030 17 CONS CC
Address: 210 SCHERZ BLVD
City,State,Zip: GOODFELLOW AFB, TX 76908-4705 US

(M) 1b. **Originator Name, Phone Number & Email Address**

Name	Telephone Number	Email Address
<input type="text" value="NORMA RICE_GOVT"/>	<input type="text" value="904-596-7000"/>	<input type="text" value="NRICE@CACI.COM"/>

Use Originator's Profile address as Originator Address

(M) 3. **Description Of Deficiency**

ACCEPTOR COMMENTS ! ACCEPTOR COMMENTS ! ACCEPTOR COMMENTS !
ACCEPTOR COMMENTS ! ACCEPTOR COMMENTS ! ACCEPTOR COMMENTS !
ACCEPTOR COMMENTS ! ACCEPTOR COMMENTS ! ACCEPTOR COMMENTS !
ACCEPTOR COMMENTS ! ACCEPTOR COMMENTS ! ACCEPTOR COMMENTS !
ACCEPTOR COMMENTS ! ACCEPTOR COMMENTS ! ACCEPTOR COMMENTS !

Supporting Documentation

Figure 4.3

- f. The fields and information provided here are identical to the ones available to a PQDR Originator using PDREP. For more information about the specifics of entering or editing information in these fields please refer to the document in this series titled “Originator Instructions”.
- g. After reviewing or updating the PQDR fields, if the PQDR is valid then click “Accept this PQDR”.
- h. If any mandatory fields have not been completed, the system will prompt you to complete those fields.
- i. When the PQDR has been successfully saved, a confirmation message will display.

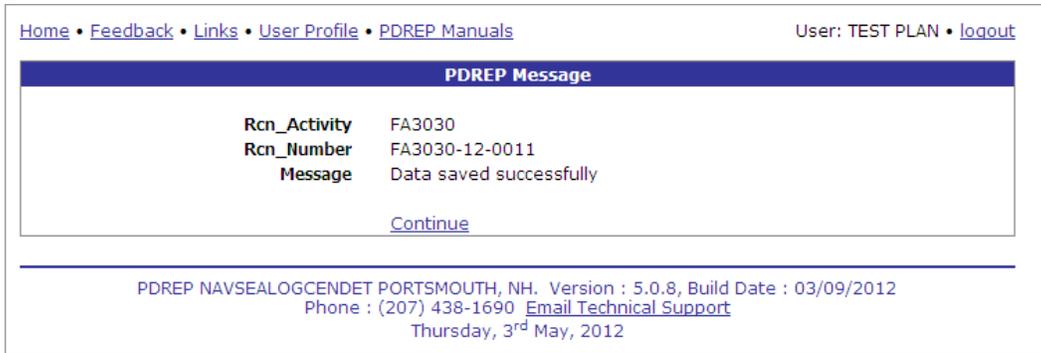


Figure 4.4

- j. Click the “Continue” link.
- k. A message will be sent to Originator inform the Originator of the PQDR acceptance. The Send Message form displays to provide the opportunity to add comments for the Originator.

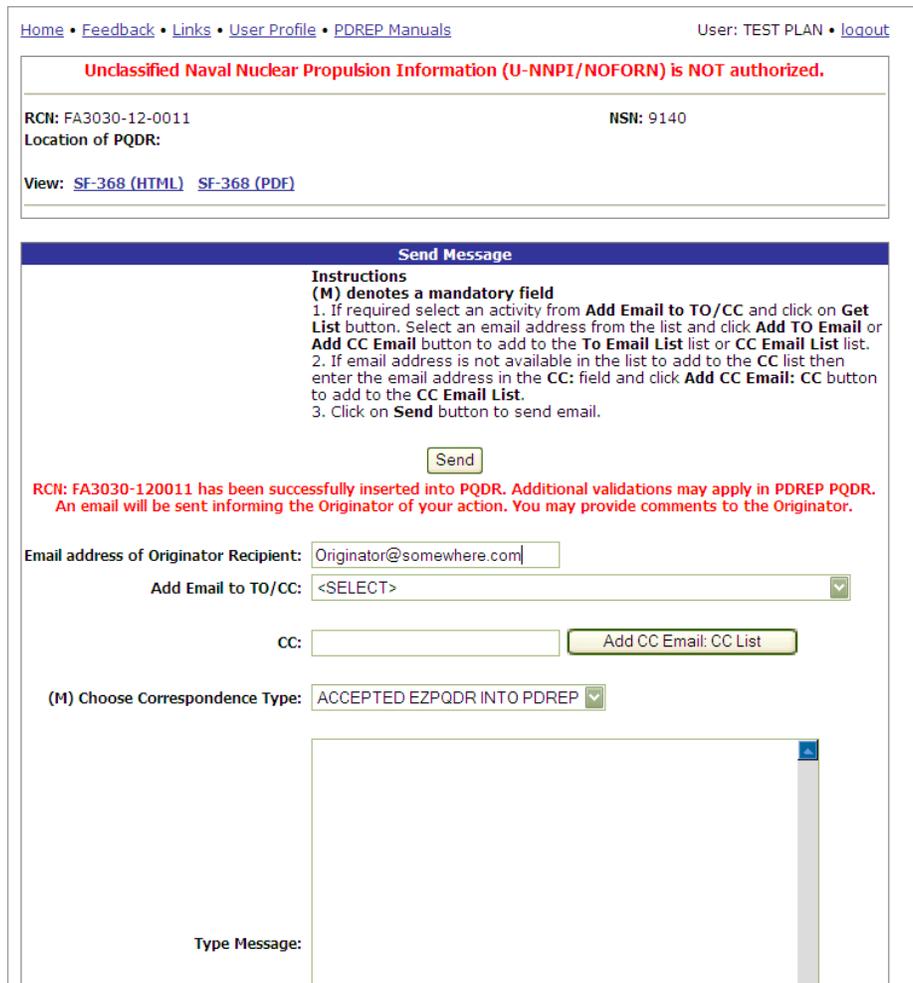


Figure 4.5

1. After sending the acceptance message the PQDR Base Page will display (Figure 4.6).

Home • Feedback • Links • User Profile • PDREP Manuals		User: REBECCA PATTON • logout
PQDR Worklist Create New PQDR PQDR Search PQDR Clone PQDR Analysis Tool Preview EZPQDR Entry		
CHOOSE LEVEL Originator Screening Point Action Point Support Point QUICK VIEWS View SF-368 (HTML) View SF-368 (PDF) View Exhibit Tag View Points of Contact History ATTACHMENTS View/Upload Files (0) EXHIBIT TRACKING Exhibit Tracking USER INFORMATION User Profile	Master Screener Data Entry	
	RCN: W81D19-11-3739 NSN: KK9999999999999K9 Category: CATEGORY II Status: ACTIVE Location of PQDR: SCREENING POINT FROM ORIGINATOR Screening Point - Editable Fields You may enter Screening Point data by selecting the link below View/Edit Screening Point Data Edit Mandatory Origination Data Close this PQDR View/Add Notes or Reference Briefs Force PQDR Promotion Add Additional Information Correspondence Choose an option when you have completed entering in your data Screening Point Letters Release PQDR Re-Assign to other Master Screener Forward to Sub Screener Re-Assign to non Army Screening Point Forward to Action Officer Incorrect Recipient Activity - Return to Originator (NOTE: Use only when PQDR does not belong to your activity) Send Message To Originator Other Session Tracking: W81D19113739	
<hr/> PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.8, Build Date : 03/09/2012 Phone : (207) 438-1690 Email Technical Support Monday, 7 th May, 2012		

Figure 4.6

- m. If the PQDR is invalid or you choose for another reason to reject the submittal then click “Reject (Delete) PQDR”. This will result in the complete deletion of the EZPQDR submittal and cannot be undone.
- n. After confirming the deletion you will have the opportunity to send a PDREP message to the originator informing them of the rejection and your reason for doing so.

5 MASTER SCREENER ACTIONS

Upon receipt of a new PQDR, the Screening Point can either enter the RCN directly on the PQDR Search > RCN Search page or look up the PQDR on the Worklist page and click on the subject RCN. Once the new PQDR has been selected by either method, the PQDR Base Page will display (Figure 4.6).

In many cases the only action required by the Master Screener may be to review the PQDR for correctness and to forward it to a Screener or Action Officer for investigation or to close the PQDR. The Master Screener may however add or edit information.

5.1 Screening Point – Editable Fields

5.1.1 View/Edit Screening Point Data

- a. To add or edit information, click the View/Edit Screening Point Data link.
- b. The PQDR Screening Point Fields page displays (Figure 5.1 and Figure 5.2). This page allows the Screening Point to enter supplemental information about the PQDR such as ICP/RIC Code, Weapon Systems Group / Code, DODIC/NALC (ammunition) codes, and other information. Many fields are optional and not all fields will apply to your activity. You should consult local policy for more detailed information regarding the use of these fields.

Home • Feedback • Links • User Profile • PDREP Manuals User: REBECCA PATTON • logout

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

RCN: W15GK8-11-3636 NSN: 5925
Location of PQDR: SCREENING POINT FROM ORIGINATOR

View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

PQDR Screening Point Fields

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. To save the record, click **Save**
5. To cancel the process, click **Cancel**

Note : All modifications to Originator data (SF-368 blocks) must be done in the Originator data entry pages

Save Save and Exit Cancel

(M) Status: A -ACTIVE
Document Source: 2-PDREP WEBSITE
Stock Screening Type: <SELECT>
Stock Screening Date: [calendar icon]
Defective Material Reference: [text input]
ICP/RIC Code: [text input]
LRC Code: [text input]
TYCOM: <SELECT>
(M) SYSCOM: 8-ARMY
(M) Weapon Systems Group: <SELECT>
(M) Weapon Systems Code: <SELECT>
(M) Close Out Code: <SELECT>

1a. Originator Activity Name: COMMUNICATIONS ELECTRONICS COMMAND
Address: BLDG 1208
City, State, Zip: FORT MONMOUTH, NJ 07703-5000
1b. Originator Name: SCOTT(B) TORR
Telephone No.: 207-438-6471
Email: SCOTT.TORR@NAVY.MIL

Figure 5.1

Telephone No.:	207-438-0471
Email:	SCOTT.TORR@NAVY.MIL
(M) Date (submitted):	01/06/2011
(M) 2a. Screening Point:	W81D19
(M) 2b. Name:	T E S T
(M) Telephone No.:	NOT PROVIDED
(M) Email:	WEBPTSMH-APPS@NAVY.MIL
Screening Point Released Date:	
DODIC/NALC (ammunition)	
Screening Point Control No.:	<input type="text"/> <input type="button" value="Generate Control Number"/>
Screening Point Receipt Date:	01/06/2011
Action Point Due Date:	
Case Reopened Date:	
Screening Point Rebuttal Date:	
Exhibit Required Ship Date:	
12c. Last Repair Facility:	
13b. Requisition No:	<input type="text"/> <input type="button" value="Generate Requisition Number"/>
	<input checked="" type="checkbox"/> Requisition No. not provided/known
Action PQDR RCN:	<input type="text"/> - <input type="text"/>
Previous PQDR RCN:	<input type="text"/> - <input type="text"/>
Suspension Status:	<SELECT> <input type="button" value="Add"/>
Alert Notification: (If checked, Alert Narrative is required)	<input type="checkbox"/>
Alert Narrative: (max 2000 characters)	<input type="text"/>
Screening Point Comments: (max 2000 characters)	<input type="text"/>
Results of Depot Surveillance: (max 2000 characters)	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Save and Exit"/> <input type="button" value="Cancel"/>	

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Figure 5.2

Fields in the PQDR Screening Point Fields page include the following.

- a. Status: this is the current status of the record.
- b. Document Source: Chose the source providing the PQDR record; this will default to “PDREP Website”.
- c. Stock Screening Type: If a stock screening is invoked chose the type. This field is used by Navy users.
- d. Stock Screening Date: date of the stock screening.
- e. Defective Material Reference: note any reference material.

- f. ICP/RIC Code: Inventory Control Point, Routing Identified Code used to identify agencies for routing, example DLA's RIC is SMS.
- g. LRC Code: Local Routing Code, Each NSN has an LRC associated with it that identifies the Item Manager.
- h. TYCOM: Type Commander chose AR for Army.
- i. SYSCOM: This is non-editable and is taken from the SF-368.
- j. Weapon Systems Group: Only shows when the record is returned from Action Point level this is a mandatory field for the Army. Chose the group that matches your item.
- k. Weapon Systems Code: Only shows when the record is returned from Action Point level this is a mandatory field for the Army. Chose code that matched your item.
- l. Close Out Code: Only shows when the record is returned from Action Point level this is a mandatory field for the Army.
- m. Originator Activity Name, Address, City, State, Zip, Originator Name, Telephone No, and Email: These are populated from the SF-368.
- n. Preparation Date: Taken from the SF-368, date the PQDR was created.
- o. Screening Point, Name, Telephone No, and Email: Are populated with the user that the record was assigned to as Screening Point This will show the Master Screener's information until it is assigned to a Screener, than their information will be populated. This information will show on block 2 of the SF-368.
- p. Screening Point Released Date: This is the date the Screening point forward to Action Officer.
- q. DODIC/NALC (ammunition): Department of Defense Item Code, Navy Ammunition Logistic Code, enter appropriate code. Used to identify ammunition and ammunition components.
- r. Requisition No: Enter requisition number for defective item, this may be entered by the originator if not the screening point needs to enter it. Note: DLA will not accept a record without a requisition number.
- s. Screening Point Control No: Number used by some agencies to keep track of PQDR records.
- t. Screening Point Receipt Date: Date record was sent to Screening Point Level.
- u. Action Point Due Date: Date the Action Point Level needs to complete the investigation.
- v. Case Reopen Date: if the record has been reopened for further investigation after it has been closed.

- w. Screening Point Rebuttal Date: date when the Screening Point rebutted the record back to Action Point Level.
- x. Exhibit Req. Ship Date: Date exhibit should be shipped.
- y. Last Rework Activity: if item has been reworked by a government agency enter the DoDAAC of activity.
- z. Action PQDR RCN/ Previous PQDR RCN: If the reported deficiency has been previously investigated then the Screener or Action Officer may choose to enter the RCN for the previously investigated PQDR here. This is informational only and does not change the investigation process in PDREP.
- aa. Suspension Status: This function will allow you to display a message on the PQDR Base Page for all PQDR levels indicating that the investigation may be suspended for a particular period of time. This message is informational only and does not affect suspense dates. Choose a reason for the suspension and then click “Add” and the page will expand to allow you to enter starting and ending dates and to save the suspension message.
- bb. Alert Notification and Narrative: This optional indicator and narrative can be used to recommend to NAVSUPWSS that the deficiency be reported on the monthly Defective Material Summary.
- cc. Screening Point Comments: Enter any comments.
- dd. Results of Depot Surveillance: If stock screening was conducted any results are entered.

The following options are on all data entry pages.

- a. Save – will validate the mandatory entries and save the data, leaving the record at this page.
- b. Save and Exit – will validate the mandatory entries and save the data, returning the User to the PQDR base page.
- c. Cancel – will return the User to the PQDR base page without validating or saving the data.

5.1.2 Edit Mandatory Origination Data

The Edit Mandatory page allows the Screener to quickly enter or edit some of the mandatory fields from the SF368 as entered by the Originator.

- a. To enter or edit mandatory fields from the SF368 as entered by the Originator click the Edit Mandatory Origination Data link from the Screening Point base page.
- b. The PQDR Mandatory Fields page (Figure 5.3 and Figure 5.4) will display. For example, if a complete NSN was not entered the Screening Point can click the “Auto Fill NSN”

button to complete as much of the NSN as exists in the PDREP database based upon the NIIN supplied. This will also update the deficient item nomenclature, unit cost, etc.

Note:

Block 22a Description of Deficiency can only be appended not changed. Modify the field as required.

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RCN: W81D19-11-3535 NSN: 5925
Location of PQDR: SCREENING POINT FROM ORIGINATOR

View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

PQDR Mandatory Fields

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. To save the record, click **Save**
5. To cancel the process, click **Cancel**

ORIGINATOR FIELDS

(M) **Category:** CAT I CAT II DLA QUALITY AUDIT
Sub-Category:

(M) **1b. Name:**
Telephone No:
Email:

ARMY MASTER SCREENER CONTACT INFORMATION

Name:
Telephone No:
Email:

ARMY ACTION OFFICER CONTACT INFORMATION

Name:
Telephone No:
Email:

(M) **3. Description of Deficiency:** Block 3 is not editable once the PQDR has left the Originator possession. Please use the Append Description button to add additional data.

Figure 5.3

(M) 3. **Description of Deficiency:** Block 3 is not editable once the PQDR has left the Originator possession. Please use the Append Description button to add additional data.
 TEST
 Append Description
 Note: If you append on the Description of Deficiency, you must Save before leaving the page.

(M) **Defect Attribute Codes:**
DO YOU SUSPECT THIS MATERIEL TO BE COUNTERFEIT? YES NO
 3AI - AUTOMATIC TEST EQUIPMENT
 1AQ - BONDING
 1AP - BRAZING
 3AJ - CALIBRATION
 Add Defect Code

Selected Defect Codes Delete
 1AP - BRAZING

(M) **Material Level Code:** 21-NOT APPLICABLE

(M) 4. **Date Deficiency Discovered:** 01/06/2011

(M) 5. **National Stock No. (NSN)**
 (COG-(M)FSC-NIIN-SMIC): 5925
 Lookup FSC
 Auto Fill NSN
 Note: Clicking "Auto-fill NSN" will set the values for the NSN COG, FSC, NIIN, SMIC, Procurement Code, and Nomenclature based on the NSN NIIN given. It will also set the Unit Cost and Unit of Issue associated with the NIIN. If an FSC is entered but no NIIN is given, the FSC description will appear on Block 6 (Nomenclature).

(M) 6. **Nomenclature:** CIRCUIT BREAKERS

8. **MFRS Part No.** (Required for Army)

9a. **MFRS. Code(CAGE):**

9b. **Manufacturer Name:**
Address:
City, State, Zip:
MFRS Name
 Vendor's CAGE Code (Please check if CAGE Code belongs to Vendor)
 Repair Facility's CAGE Code (Please check if CAGE Code belongs to Repair Facility)

(M) 10. **Quantity:**
 a. (M) Received 1 b. Inspected 0
 c. (M) Deficient 1 d. In-stock 0

DoD Unique Item Identifier: Manual Entry Scan Barcodes Add Ull

12c. **Last Repair Facility:**

13a. **Contract No:** (do not include dashes)
Contract Line Item:
 Check if Contract No. is not provided or in unknown

13b. **Requisition No:** Generate Requisition No. (do not include dashes)
 Check if Requisition No. is not provided or is unknown

15a. **Item Under Warranty** N - No
 15b. **Expiration Date**

Save Save and Exit Cancel

Figure 5.4

5.1.3 Close this PQDR

Refer to Section 7, Master Screener Closing Actions for directions on this section.

5.1.4 View/Add Notes or Reference Briefs

Notes and reference briefs are internal to PDREP and do not appear on any reports or correspondence. They are frequently used for things like workflow notes or documenting telephone conversations regarding a PQDR. Although they are not visible outside of PDREP, the notes are visible to *all* PDREP users, not just the user who entered the note.

- a. To enter notes or reference briefs, click the View/Add Notes or Reference Briefs link on the Screening Point Data Entry base page. The form illustrated in Figure 5.5 displays.

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RCN: FA3030-12-0011 NSN: 9140
Location of PQDR: SCREENING POINT FROM ORIGINATOR

View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

View/Add Notes or Reference Briefs

Instructions
1. Click on Add Note/Brief to add Notes/Reference.
2. Click on Cancel to return to the PQDR base page.

All Notes of type "APPENDIX - PDREP NOTE" will cause a flag to appear on the PQDR Base page to alert the users.

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Figure 5.5

- a. Click the Add Note/Brief to complete this action. The "Add Note/Reference" section (Figure 5.6) becomes visible and may be edited.

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

RCN: FA3030-12-0011 NSN: 9140
Location of PQDR: SCREENING POINT FROM ORIGINATOR

View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

View/Add Notes or Reference Briefs

Instructions
1. Click on Add Note/Brief to add Notes/Reference.
2. Click on Cancel to return to the PQDR base page.

All Notes of type "APPENDIX - PDREP NOTE" will cause a flag to appear on the PQDR Base page to alert the users.

Add Note/Reference

Instructions
1. Select Note Type.
2. Enter/Select Date.
3. Enter Note/Brief.
4. To save information click Save.
5. Click Cancel to cancel the process.

Note Type:

Date:

Note/Brief:

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Figure 5.6

5.1.5 Add Additional Information

If information in block 22a (Description of Deficiency) needs to be added after the PQDR is released to the Screener then this link is used to add that information.

- a. Click the Add Additional Information link in the Screening Point Data Entry base page.
- b. The Description of Deficiency/Investigation Results screen (Figure 5.7) displays.

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

RCN: W81D19-11-3739 **NSN:** KK99999999999999K9
Location of PQDR: SCREENING POINT FROM ORIGINATOR

View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

Description Of Deficiency / Investigation Results

Current Description of Deficiency

BROKE

Enter text to Add to Description of Deficiency:

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Figure 5.7

- c. New additions are stamped with the date and name of the user, and do not overwrite or erase existing entries.

5.2 Correspondence

5.2.1 Screening Point Letters

PDREP provides letter templates for common correspondence at each level of access. For example, if no investigation will be conducted because the report does not meet PQDR criteria, then the Screener will close the PQDR and inform the Originator of this action by using the “CLOSING ACTION ON QDR (SDR Letter)” letter. The Correspondence history also records every movement and message relating to this PQDR.

- a. Click the Screening Point Letters link beneath the Correspondence heading on the Screening Point Data Entry base page.
- b. The PQDR Correspondence form displays (Figure 5.8).

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

RCN: FA3030-12-0011 NSN: 9140
 Location of PQDR: SCREENING POINT FROM ORIGINATOR
 View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

PQDR Correspondence

Choose Correspondence to Send: <SELECT>

Correspondence Date	Correspondence	Date	Edit
05/03/2012	CLOSING ACTION ON QDR (SDR LETTER) ARMY CLOSE OUT LETTER GSA WARRANTY LETTER GSA DESTINATION INSPECTION SCREENING LETTER AND FISC NOTIFICATION		<input type="button" value="Date"/> <input type="button" value="Edit"/>

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Figure 5.8

5.3 Release PQDR

5.3.1 Re-Assign to other Master Screener

Use this function to either reassign a PQDR to a different Master Screener within your activity or to redirect to it to a different Army Screening activity as required.

- a. From the Screening Point Data Entry base page, click the Re-Assign to other Master Screener link. The Reassign PQDR from Screening Point to Screening Point form (Figure 5.9) will display.

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

RCN: FA3030-12-0011 NSN: 9140
 Location of PQDR: SCREENING POINT FROM ORIGINATOR
 View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

Reassign PQDR from Screening Point to Screening Point

Send To

Choose Screening Point Activity: <SELECT ONE>

Send Copy

CC:

Message: (This message will appear in the email that is sent but will not be saved in the database)

Include Distribution List: Primary

Attach SF-368: Yes Send in format: SF-368 (PDF Format)

To add/view attachments [Click here](#)

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Figure 5.9

- b. Choose the activity (DoDAAC) of the individual Screening Point.
- c. Once the Screening Point Activity has been selected, the Choose Screening Point E-mail Address selection box will display beneath the Activity (Figure 5.10).

Figure 5.10

- d. The system will default to the primary Screening Point for each activity. If redirecting to another activity it is usually best to accept the default rather than selecting an individual Screening Point. This is necessary so that the Screening Point for the activity can review and appropriately assign the PQDR.
- e. Use one of the following two methods for adding a CC address.
 - 1. Click the Show Add CC List button. The Choose CC Activity selection box will display (Figure 5.11).

Figure 5.11

- 2. Select an Activity from the Choose CC Activity list.
- 3. The Choose CC User selection box will display (Figure 5.12).

Figure 5.12

4. Click the user to CC from the Choose CC User list to highlight the selection.
5. Click the Add CC button.
6. The email address will be added to a Selected CC Addresses table that displays after the selection has been made (Figure 5.13).

Selected CC Addresses	Delete
test@aboutblank.com	<input type="checkbox"/>

Figure 5.13

7. Alternatively, type the email address directly into the CC box.
8. Click the Add CC button.
9. The address will be added directly to the Selected CC Addresses table (Figure 5.14).

Selected CC Addresses	Delete
rebecca.patton.ctr@navy.mil	<input type="checkbox"/>

Figure 5.14

- f. Once you have chosen your recipients, enter any desired message into the Message: box.
- g. Unless otherwise directed, accept the defaults for Attach PQDR Info (defaults to Yes) and Send in format (defaults to SF368).

- h. Click “Forward PQDR” to complete the forwarding action and release the PQDR to the Screening Point.
- i. Click the “Cancel” button to cancel this action.

5.3.2 Forward to Sub Screener

The Master Screener has the option to delegate the PQDR to a Sub Screener (Army Screening Point) within their activity.

- a. Click the Forward to Sub Screener link from the Master Screener Data Entry base page. The Forward PQDR from Master Screener to Screening Point form displays (Figure 5.15).

Figure 5.15

- b. Select the Screening Point Activity and a list of Screeners within the Master Screener’s activity will display.
- c. Additional addressing and forwarding are identical to that described in “Reassign to other Master Screener” above.

NOTE:

Army Screening Point specific functions are discussed in Section 8.

5.3.3 Re-Assign to Non Army Screening Point

NOTE:

If re-assigned the Army Master Screener will have no further access to the PQDR

The Master Screener has the option to redirect the PQDR to a Screening Point outside of Army if they determine that the PQDR is not under Army cognizance.

- a. Select the Screening Point Activity from the Choose Screening Point Activity list. When the appropriate activity is selected, a list of Screening Points at that activity will display in a selection box below.

The screenshot shows a web application interface for re-assigning a PQDR. At the top, there are navigation links (Home, Feedback, Links, User Profile, PDREP Manuals) and the user's name (REBECCA PATTON) with a logout link. A red warning message states: "Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized." Below this, the record number (RCN: W81D19-11-3739) and NSN (KK9999999999999999) are displayed, along with the location of the PQDR (SCREENING POINT FROM ORIGINATOR). There are links to view the record in HTML or PDF format. The main section is titled "Reassign PQDR to Non Army Screening Point" and contains several sections: "Forward PQDR" and "Cancel" buttons; a "Send To" section with a dropdown for "Choose Screening Point Activity" (set to "TPLANO - TEST PLAN") and a text field for "Choose Screening Point E-mail Address" (set to "TEST PLAN - test@aboutblank.com"); a "Send Copy" section with a "CC:" field, "Add CC", and "Show Add CC List" buttons; a "Message:" section with a text area for a custom message; an "Include Distribution List:" section with a "Primary" dropdown; an "Attach SF-368:" section with a "Yes" dropdown and a "Send in format" dropdown (set to "SF-368 (PDF Format)"); and a "Click here" link for attachments. At the bottom of the form are "Forward PQDR" and "Cancel" buttons. The footer contains the PDREP version (5.0.8), build date (03/09/2012), phone number (207) 438-1690, and email technical support link, dated Monday, 7th May, 2012.

Figure 5.16

- b. If the desired recipient Activity does not currently have a user in PDREP, the Master Screener can still forward the record by selecting "Other DoDAAC" at the bottom of the Activity list and entering the DoDAAC and email of the recipient. However, the recipient will not be able to access the record until they get a PDREP account.
- c. Additional addressing and forwarding are identical to that described in "Reassign to other Master Screener" above.

5.3.4 Forward to Action Officer

NOTE:

The Army Action Officer must be in the same activity as the Master Screener

If the Master Screener determines that an investigation should be conducted by an Action Officer then this function will complete the forwarding action.

- a. Select the Action Point Activity and a list of Action Officers will display.
- b. Additional addressing and forwarding are identical to that described in “Reassign to other Master Screener” above.

5.3.5 Incorrect Recipient Activity- Return to Originator

This function should be used if the PQDR was forwarded to the wrong Screening activity and if you do not know the correct activity to which the PQDR should be reassigned. This function may also be used if the PQDR was unintentionally released to Screening and needs to be returned to the Originator’s control. This functions in the same manner as the other forwarding actions but with the Originator’s activity and e-mail address pre-populated and not editable.

5.4 REBUT PQDR

5.4.1 Rebut the Action Officer Decision

If a record has been forwarded to an Action Officer for investigation, and then returned to the Screener for closure, a link to Rebut is displayed. Selecting this option allows the Screener to return the PQDR to the Action Officer for further processing. This functions in the same manner as the other forwarding actions but with the Action Officer’s activity and e-mail address pre-populated and not editable.

The screenshot shows a web application interface for 'Master Screener Data Entry'. At the top, there are navigation links: Home, Feedback, Links, User Profile, PDREP Manuals, and a user profile for REBECCA PATTON with a logout link. Below this is a menu bar with options: PQDR Worklist, Create New PQDR, PQDR Search, PQDR Clone, PQDR Analysis Tool, and Preview EZPQDR Entry. The main content area is divided into a left sidebar and a main panel. The sidebar contains sections: CHOOSE LEVEL (with links for Originator, Screening Point, Action Point, Support Point), QUICK VIEWS (with links for View SF-368 in HTML and PDF, View Exhibit Tag, View Points of Contact, History), ATTACHMENTS (View/Upload Files (0)), EXHIBIT TRACKING (Exhibit Tracking), and USER INFORMATION (User Profile). The main panel displays data for a PQDR with RCN: W81D19-10-1240 and NSN: 9999. It shows the Category as CATEGORY II and Status as ACTIVE. The Location of PQDR is SCREENING POINT FROM ACTION POINT. There are several links for editing and viewing data, including 'View/Edit Screening Point Data', 'Edit Mandatory Origination Data', 'Close this PQDR', 'View/Add Notes or Reference Briefs', 'Force PQDR Promotion', and 'Add Additional Information'. At the bottom of the main panel, there is a 'Correspondence' section with a link for 'Screening Point Letters'. A red arrow points to the 'Rebut PQDR' link, which is followed by the text 'Rebut the Action Officer Decision'.

Figure 5.17

- a. Click the Rebut the Action Officer Decision link and the Rebut Action Officer Decision form displays (Figure 5.18).

Figure 5.18

The Rebut Action Officer Decision process follows functionality similar to the other correspondence actions previously described.

5.4.2 Rebut the Screening Point Decision

If a record has been forwarded to an Army Screening Point prior to routing to an Action Officer, and is then returned to the Master Screener for closure, a link to Rebut is displayed (Figure 5.19). Selecting this option allows the Master Screener to return the PQDR to the Screening Point for further processing. This functions in the same manner as the other forwarding actions but with the Screening Point's activity and e-mail address pre-populated and not editable.

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PQDR Worklist	Create New PQDR	PQDR Search	PQDR Clone	PQDR Analysis Tool	Preview EZPQDR Entry
-------------------------------	---------------------------------	-----------------------------	----------------------------	------------------------------------	--------------------------------------

<div style="background-color: #4a7ebb; color: white; padding: 2px; margin-bottom: 5px;">CHOOSE LEVEL</div> Originator Screening Point Action Point Support Point	<div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center;">Master Screener Data Entry</div> <p>RCN: W81D19-12-0006 NSN: 9999</p> <p>Category: CATEGORY II Status: ACTIVE</p> <p>Location of PQDR: SCREENING POINT FROM ACTION POINT</p> <p>Screening Point - Editable Fields You may enter Screening Point data by selecting the link below View/Edit Screening Point Data Edit Mandatory Origination Data Close this PQDR</p> <p>View/Add Notes or Reference Briefs Add Additional Information</p> <p>Correspondence Choose an option when you have completed entering in your data Screening Point Letters</p> <p>Rebut PQDR Rebut the Screening Point Decision</p> <p>Send Message To Originator Action Other</p> <p style="text-align: center;"></p> <p>Session Tracking: W81D19120006</p>
--	--

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Figure 5.19

5.5 SEND MESSAGE TO

The available recipients here will vary according to the level to which the PQDR has been previously forwarded. For example, upon receipt by the Screener the available links would be Originator for direct messages to the PQDR Originator or “Other” for all other recipients. The page that displays is nearly identical to the forwarding page previously discussed and the same conventions should be followed. After forwarding the available recipient links may include “Action”, “Support”, etc.

NOTE:

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

6 NON-ARMY SCREENING POINT

The Master Screener may receive records that have other services as the Screening Point. These records will be received at the DoD Action Point level to the Master Screener. The Army Master Screener Data Entry page differences are shown in the screen shot (partial display). This section only addresses those fields that change all other fields are defined in Section 5 MASTER SCREENER ACTIONS.

6.1 Location of PQDR

The Data entry page will show the “DoD Location of PQDR” and the “Army Location of PQDR”.

- a. DoD Location of PQDR- describes the location in the DOD process, record is sent to the Army at the DoD Action Point level for investigation.
- b. Army Location of PQDR- describes the location within the Army process. This location will change as the record is moved in the Army process, example when Army Master Screener forwards record to Army Officer the “Army location of PQDR” will change to “Army Action Officer”, the DoD location of PQDR will remain at “Action Point from Screening Point” until the record is moved to a Support Point.

NOTE:

Records received from Non- Army screening points cannot be sent to an Army Screener from the Army Master Screener. The Army Master Screener will need to forward the record to the Army Action Officer.

Master Screener Data Entry	
<p>PQDR Worklist Create New PQDR PQDR Search PQDR Clone PQDR Analysis Tool Preview EZPQDR Entry</p> <p>CHOOSE LEVEL Originator Screening Point Action Point Support Point</p> <p>QUICK VIEWS View SF-368 (HTML) View SF-368 (PDF) View Exhibit Tag View Points of Contact History</p> <p>ATTACHMENTS View/Upload Files (0)</p> <p>EXHIBIT TRACKING Exhibit Tracking</p> <p>USER INFORMATION User Profile</p>	<p>RCN: N45112-11-3737 NSN: 5998015266527</p> <p>Category: CATEGORY II Status: ACTIVE</p> <p>DOD Location of PQDR: ACTION POINT FROM SCREENING POINT</p> <p>Army Location of PQDR: MASTER SCREENER</p> <p>Screening Point - Editable Fields You may enter Screening Point data by selecting the link below View/Edit Screening Point Data Edit Mandatory Origination Data</p> <p>View/Add Notes or Reference Briefs Add Additional Information</p> <p>Correspondence Choose an option when you have completed entering in your data Screening Point Letters</p> <p>Release PQDR Re-Assign to other Master Screener Forward to Action Officer Incorrect Recipient Activity - Return to non Army Screening Point <small>(NOTE: Use only when PQDR does not belong to your activity)</small></p> <p>Send Message To Originator Action Other</p> <p>Session Tracking: W81D19120006 N45112113737</p>

Figure 6.1

6.2 Screening Point – Editable Fields

6.2.1 Close this PQDR

The Army Master Screener will not have the option to close these records. When the screening point is not Army the Army Master Screener will return the record to the Non-Army Screening point for closure.

Other options under this heading remain unchanged. Refer to Section 5 MASTER SCREENER ACTIONS for details.

6.3 Correspondence

These options do not differ. Refer to Section 5 MASTER SCREENER ACTIONS for details.

6.4 Release PQDR

The Army Master Screener does not have the “Forward to Sub-Screener” and “Re-Assign to Non Army Screening Point” options.

6.4.1 Reassign to other Master Screener

Use this function to either reassign a PQDR to a different Master Screener within your activity or to redirect to it to a different Army Screening activity as required. Refer to Section 5 MASTER SCREENER ACTIONS for details.

6.4.2 Forward to Action Officer

If the Master Screener determines that an investigation should be conducted by an Action Officer then this function will complete the forwarding action. Select the Action Point Activity and a list of Action Officers will display. Refer to Section 5 MASTER SCREENER ACTIONS for details.

NOTE:

The Army Action Officer must be in the same activity as the Master Screener.

6.4.3 Incorrect Recipient Activity – Return Non Army Screening Point

This function should be used if the PQDR was forwarded to the wrong DoD Action Point activity and the correct activity to which the PQDR should be reassigned is not known. This function may also be used if the PQDR was unintentionally released to the DoD Action Point level and needs to be returned to the Non Army Screening Point’s control. This functions in the same manner as the other forwarding actions but with the Non Army Screening Point’s activity and e-mail address pre-populated and not editable.

6.5 Rebut PQDR

This function will only be shown when the record has been returned from the Action Officer, once the investigation has been completed.

6.5.1 Rebut the Action Officer Decision

If a record has been forwarded to an Action Officer for investigation, and then returned to the Master Screener for closure, a link to Rebut is displayed. Selecting this option allows the Master Screener to return the PQDR to the Action Officer for further processing. This functions in the same manner as the other forwarding actions but with the Action Officer's activity and e-mail address pre-populated and not editable.

6.6 Send Message To

This function remains unchanged. Refer to Section 5 MASTER SCREENER ACTIONS for details.

7 Master Screener Closing Actions

Either upon receipt of investigation results from the Action Officer or upon review of a PQDR that does not require investigation; the Master Screener will review and/or enter closing codes and investigation results and close the PQDR. If an Action Officer Investigation was conducted then the codes and investigation results narrative will be pre-populated for the Master Screener to review, edit or supplement as necessary.

- a. Click on “Close this PQDR” and the Close PQDR page (Figure 7.1 and Figure 7.2) displays.

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

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

RCN: W81D19-11-3739 NSN: KK9999999999999K9
Location of PQDR: SCREENING POINT FROM ORIGINATOR

View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

Close PQDR

Instructions
(M) denotes a mandatory field
Note: Changing the Status to CLOSE (i.e. any code beginning with a C) will CLOSE this PQDR.

Save Close and Notify Originator Save and Exit Cancel

(M) Status: A-ACTIVE
Note: Status Codes that are grayed-out have been discontinued and are shown for historical purposes only

(M) Cause Code: <SELECT>
(M) Cost Code: <SELECT>
(M) Credit Code: <SELECT>
DLA Credit Code: <SELECT>
(M) Defect Responsibility: <SELECT>
(M) Defect Verified Ind: <SELECT>
(M) Preventive Answer Type: <SELECT>
(M) Corrective Action Taken: <SELECT>

(M) Weapon Systems Group: <SELECT>
(M) Weapon Systems Code: <SELECT>
(M) Close Out Code: <SELECT>

Past Performance Indicator: No
Credit Memo: N/A
Case Reopened Date: N/A

Investigation Results:

Figure 7.1

Investigation Results:

Alert Notification:

Alert Narrative:

Results of Depot Surveillance:

Screening Point Activity: W81D19

Action Point Activity:

Support Point Activity:

Screening Point Receipt Date: 09/03/2011

Screening Point Release Date: 

Screening Point Rebuttal Date: N/A

Action Point Rebuttal Date: N/A

Closed Date: 

Action to Support Point Date: 

Action to Screening Date: 

Support Point Receipt Date: 

Support Point Release Date: 

Figure 7.2

b. Fields in the Close PQDR page are described below.

1. Status: Select any applicable status code beginning with “C” to close the PQDR.
2. Cause Code: This code should correspond with the broad cause of the deficiency.

3. Cost Code: This code should identify the party who will bear the cost of the deficiency.
4. Credit Code: Identifies whether fiscal credit is granted to the Originator.
5. DLA Credit Code (DLA only): Optionally identifies any credit action initiated by DLA if the deficient item was DLA managed.
6. Defect Responsibility: Identifies the party found responsible for the deficiency. Vendor or contractor liability is indicated solely by the code of "A- PRIVATE CONTRACTOR". All other codes indicate some degree of government liability or that the responsibility is unknown.
7. Defect Verified Ind.: Was the defect verified by the government investigator?
8. Preventive Answer Type: If the contractor's response included preventive action, was the preventive action satisfactory to the government investigator?
9. Corrective Action Taken: Identifies the corrective action taken by the contractor and/or government investigators.
10. Weapon Systems Group: Identifies the Army group of materials that best fits the item under investigation. Selecting the Group will cause a dropdown of applicable Weapon Systems Codes to display.
11. Weapon Systems Code: More specifically identifies the item under investigation.
12. Close Out Code: The Army code that best describes the closing action of this record.
13. Past Performance Indicator: This will ordinarily default to "Yes" and should only be set to "No" if the contractor is found liable but the Screening and Action Officers wish to exclude this finding from the contractor's profile in the DoD PPIRS program.
14. Credit Memo: This field is displayed for information purposes and will contain any credit memo reference entered by DLA.
15. Case Reopened Date: If a previously closed PQDR is reopened then the date on which it was last reopened will display here.
16. Investigation Results: The narrative here should provide a comprehensive set of findings from any investigation conducted. It is typically supplied by the Action Officer but can be edited by the Screener.
17. Other fields: The remainder of this page contains optional reference fields, as well as Activity fields and dates that indicate PQDR routing and processing.

Once the Master Screener has reviewed the investigation results and chosen appropriate codes, the following options are available.

- a. Save – will validate the mandatory entries and save the data, leaving the record at this page
- b. Close and Notify Originator – will validate and close the record if a Closing Code has been chosen, and move to a messaging screen to allow the Master Screener to notify the Originator of the closing action.
- c. Save and Exit – will validate the mandatory entries and save the data, returning the User to the PQDR base page.
- d. Cancel – will return the User to the PQDR base page without validating or saving the data.

NOTE:

Master Screeners should consult Army and/or local policy for guidance regarding any additional closing requirements.

8 Other PQDR Base Page Features

8.1 QUICK VIEWS

The links in the “Quick Views” section of the PQDR Base Page provide a way to quickly review the various forms associated with a PQDR as follows:

- a. View SF-368 (HTML): Displays the SF-368 form in a new window as web-formatted text. This is the quickest way to retrieve an SF-368 for review but may not be suitable for printing.
- b. View SF-368 (PDF): Displays the SF-368 form in a new window as an Adobe Acrobat PDF document. This is the version most representative of the paper SF-368 form and is suitable for printing.
- c. View 1227 (HTML): This link is only available to non-Support Point activities after a Support Point investigation has been conducted and displays the DLA-1227 (Report of Investigation Results) form in a new window as web-formatted text. This is the quickest way to retrieve a 1227 for review but may not be suitable for printing. This form is visible to Support Point users while the investigation is still in progress at the Support Point level.
- d. View 1227 (PDF): This link is only available to non-Support Point activities after a Support Point investigation has been conducted and displays the DLA-1227 (Report of Investigation Results) form in a new window as an Adobe Acrobat PDF document. This is the version most representative of the paper 1227 form and is suitable for printing. This form is visible to Support Point users while the investigation is still in progress at the Support Point level.
- e. View Exhibit Tag: Displays a DD2332 exhibit tag form for attachment to an exhibit to the PQDR investigation if desired.
- f. View Points of Contact: Displays all points of contact assigned to date who may be participating in the PQDR investigation. This will include the Originator, Screening, Action and Support Point individuals as well as any Government, Contractor, Subcontractor and Shipper investigators assigned.
- g. History: Displays a comprehensive history of all forwarding actions and correspondence to date for the subject PQDR. The text of all e-mail messages will display on the History page, and a link is provided to any formal letter correspondence sent from PDREP so that the correspondence can be reviewed and reprinted if needed.

8.2 ATTACHMENTS

Files of various types that support the PQDR or the investigation can be attached to a PQDR in PDREP.

Click the View/Upload files 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.

8.3 EXHIBIT TRACKING

The shipment and receipt of exhibits associated with the PQDR investigation can be tracked here. Click the “Exhibit Tracking” link and follow the instructions on the page if you wish to track exhibits.

8.4 USER INFORMATION

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.

9 ARMY SCREENING POINT (SUB SCREENER) FUNCTIONS

Home • Feedback • Links • User Profile		User : THEODORE (TEST) HOHMAN • logout	
PQDR Worklist Create New PQDR PQDR Search PQDR Clone Preview EZPQDR Entry			
CHOOSE LEVEL Originator Screening Point Action Point Support Point	Screening Point Data Entry		
QUICK VIEWS View SF-368 (HTML) View SF-368 (PDF) View Exhibit Tag View Points of Contact History	RCN: W41G27-09-0037 NSN: 9N5930011735869 Category: CATEGORY II Status: INFORMATION Location of PQDR: SCREENING POINT FROM ACTION POINT Screening Point - Editable Fields You may enter Screening Point data by selecting the link below View/Edit Screening Point Data Edit Mandatory Origination Data View/Add Notes or Reference Briefs PDREP Note available Add Additional Information Correspondence Choose an option when you have completed entering in your data Screening Point Letters Rebut PQDR Return to Master Screener for Closing Rebut the Action Officer Decision Send Message To Originator Action Other Session Tracking: W81D19096663 W81D19096661 W41G27090037		
ATTACHMENTS View/Upload Files (1)			
EXHIBIT TRACKING Exhibit Tracking			
USER INFORMATION User Profile			
PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00086, Build Date : 09/02/2009 Phone : (207) 438-1690 Email Technical Support			

Figure 8.1

The Army Screening Point is an optional level that may be assigned to assist the Master Screener in processing the PQDR. The Screening Point has many of the same capabilities as the Master Screener, with the following exceptions:

- a. Close PQDR – The Screening Point has no option to close the PQDR. The record must be returned to the Master Screener for closure.
- b. Re-Assign to other Screening Point – This function should be used if the PQDR was forwarded to the wrong Screening Point and you know the correct Screening Point within your activity to which the PQDR should be reassigned. Note that this link is not available if the PQDR has been forwarded to the Action Officer for investigation. This functions in the same manner as the other forwarding actions.
- c. Incorrect Recipient – Return to Master Screener – This function should be used if the PQDR was forwarded to the wrong Screening Point and you do not know the correct Screening Point to which the PQDR should be reassigned. This function may also be

used if the PQDR was unintentionally released to the Screening Point and needs to be returned to the Master Screener. Note that this link is not available if the PQDR has been forwarded to the Action Officer for investigation. This functions in the same manner as the other forwarding actions but with the Master Screener's activity and e-mail address pre-populated and not editable.

- d. Return to Master Screener for Closing - If a record has been forwarded to an Action Officer for investigation, and then is returned to the Screening Point as part of the closing routing, a link to Return to Master Screener for Closing is displayed. Selecting this option allows the Screening Point to return the PQDR to the Master Screener for closure. This functions in the same manner as the other forwarding actions but with the Master Screener's activity and e-mail address pre-populated and not editable.

NOTE:

This link is not available if the PQDR has been forwarded to the Action Officer for investigation.

10 SUMMARY

This concludes the PQDR processing instructions for Army Master Screeners and Screening Points. The PDREP Customer Support Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

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